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THE
LIBRARY SCHOOL
OF
Western Reserve University

CLEVELAND, OHIO

Catalog for 1904-1905

CLEVELAND, O. :
PRESS OF WINN & JUDSON,
1904 Z

CALENDAR

1904.		
17-18 June	Friday, Saturday	Examinations for admission.
16-17 Sept.	Friday, Saturday	Examinations for admission. (If vacancies remain in class.)
20 Sept.	Tuesday	First term begins.
24 Nov.	Thursday	Thanksgiving day.
23 Dec.	Friday	Winter recess begins.
1905.		
3 Jan.	Tuesday	Winter recess ends.

(The remainder of the calendar will be arranged with reference to the calendar of the University, not yet made up.)

020,711

W52c

1904/5-15/16

Library
School

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this school has been rendered possible by the generous gift in February, 1903, of one hundred thousand dollars from Mr. Andrew Carnegie to form an endowment fund.

Its purpose is to give a thorough course in training for library work. While, as is eminently proper in a school so established and endowed, special attention will be given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries will not be neglected.

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TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND.

HIRAM C. HAYDN, D. D., LL. D., *Vice President*, CLEVELAND.

WILLIAM H. UPSON, A. B., AKRON.

JOHN HAY, LL. D., WASHINGTON, D. C.

LIBERTY E. HOLDEN, A. M., CLEVELAND.

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SAMUEL MATHER, A. M., CLEVELAND.

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HARRY A. GARFIELD, A. B., CLEVELAND.

CHARLES L. PACK, CLEVELAND.

HERBERT A. HITCHCOCK, A. B., MICHIGAN CITY, IND.

ALFRED A. POPE, A. M., CLEVELAND.

LOUIS H. SEVERANCE, CLEVELAND.

HENRY R. HATCH, CLEVELAND.

WORCESTER R. WARNER, CLEVELAND.

LEWIS H. JONES, A. M., YPSILANTI, MICH.

WILLIAM D. REES, CLEVELAND.

ANDREW SQUIRE, LL. D., CLEVELAND.

CHARLES W. BINGHAM, A. B., CLEVELAND.

CHARLES F. BRUSH, PH. D., LL. D., CLEVELAND.

HORACE E. ANDREWS, A. B., CLEVELAND.

GEORGE A. GARRETSON, CLEVELAND.

HARRY A. HARING, A. B., *Secretary and Treasurer*.

OFFICE IN ADELBERT COLLEGE BUILDING.

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 55 Bellflower Av.
President.

WILLIAM HOWARD BRETT, A. M., 205 Wood St.
Dean of Library School.
Lecturer on Library Architecture and Administration.

Head Instructor and Librarian (to be appointed).

Criticism and Selection of Books, Organization and Administration.

ESTHER CRAWFORD, B. L., 754 Republic St.
Instructor in Classification and Cataloging.

LINDA ANNE EASTMAN, 798 Republic St.
Instructor in Library Extension and Supervision, Reports and Statistics.

JULIA MARGARET WHITTLESEY, B. L., B. L. S., 27 Oakdale St.
Instructor in Order and Accession Records, Duplicates and Gifts, Serials, Loan Systems.

EDWARD CHRISTOPHER WILLIAMS, B. L. 71 Elberon St., E. Cleveland.
Instructor in Trade and National Bibliography, Order Department, Reference Work.

ALLEN DUDLEY SEVERANCE, A. M., B. D., 1981 Euclid Av.
Instructor in General and Special Bibliography.

ELECTRA COLLINS DOREN, Dayton, Ohio.
Lecturer on Assistance to Readers.

CHARLES ORR, 1662 Lamont St.
Lecturer on History of Libraries. Book Clubs and Book Collecting.

AZARIAH SMITH ROOT, A. M., Oberlin, Ohio.
Lecturer on Book Printing and Illustrating.

MARGARET MANN, Carnegie Library, Pittsburgh, Pa.
Instructor in Public Documents.

GRACE ELSTNER WOODARD, B. Pd., Ann Arbor, Mich.
Instructor in Bookbinding.

EUPHEMIA LOUISE POWER, 785 Eddy Road, Glenville.
Instructor in Work with Children.

ADELAIDE FRANCES EVANS, 34 Bolton Place
Secretary and Reviser.

REQUIREMENTS FOR ADMISSION

All candidates for admission are expected to bring a maturity and a preparation which will fit them for work equal to that in graduate schools. Fitness will be determined by an examination which will be required of all. It will include literature; history, both general and current; general information concerning the sciences and arts; and a reading knowledge of two languages other than English. The examinations will be held in Cleveland on Friday and Saturday, June 17 and 18, 1904. Arrangements will be made, so far as desired, to hold examinations in each state on the same days. In the event that the class is not filled from the number of those taking this examination, another examination will be held on September 16 and 17.

Applicants will be supplied with the regular form of application, and are requested to submit their academic record and degrees, if any, a record of any literary or educational work, and testimonials as to character and ability.

COURSE OF STUDY FOR JUNIOR YEAR

NOTE TAKING

MISS CRAWFORD

Lecture notes of individual students will be scanned occasionally with the aim of developing in each student the power of quick perception of essentials and their orderly and concise preservation.

LIBRARY HANDWRITING

MISS CRAWFORD

Students are advised to acquire a good library handwriting before entering the school, as no time will be set aside for definite practice. The date at which actual record work may be entrusted to the student will be influenced by the excellence of his handwriting. Equal emphasis will be laid upon script and print forms. The school will

furnish models to any accepted applicant upon receipt of postage.

Ability to use the typewriter will be expected of each student, but no time will be set aside for instruction in its use. It is recommended that the skill be acquired before entrance.

SELECTION OF BOOKS

(READING SEMINAR)

NOT YET ASSIGNED

The course in book selection will be conducted as a weekly reading seminar throughout the year, based upon (a) observation and report upon local community's conditions, interests, and book or reading privileges; (b) evaluation of books by classes with reference to content and treatment, and types and grades of readers; (c) apportionment of book fund to various classes of books, apportionment for older standard works and current publications, selection from second-hand lists, and American and English editions.

ORDER DEPARTMENT

MR. WILLIAMS

This will include instruction and practice in the use of trade bibliography, the technical routine and the records necessary for intelligent and systematic conduct of book-buying in public and college libraries. Special attention will be given to editions and their relative merits.

ACCESSION RECORDS

MISS WHITTLESEY

The A. L. A. Standard and condensed accession books and rules will be used as texts for instruction. Attention will also be paid to other ways of keeping the accession records than by accession books. Additional practice will be given in connection with the books for the East Branch library and Adelbert College library.

CLASSIFICATION

MISS CRAWFORD

The Decimal classification (Dewey) will be used as text-book, with adaptations for public library needs. Emphasis will be laid upon bases of subject relationships. In addition to the regular practice work, each student will assist in classifying books for the new East Branch library.

BOOK NUMBERS

MISS CRAWFORD

The Simplified Library School rules will be taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Full notes on variations for public library and for college usages will be given.

SHELF-LISTING

MISS WHITTLESEY

The Simplified Library School rules will be used as a text-book. Instruction and practice will include both sheets and cards, with emphasis upon the latter form.

CATALOGING

MISS CRAWFORD

Special emphasis will be laid upon the perception of underlying principles rather than the following of any one code of rules. But the Simplified Library School rules, Cutter's Rules for a dictionary catalog, A. L. A. Rules and A. L. A. List of subject headings will be used as convenient bases for constructing the codes to be used in the local college and branch libraries in which the instruction given in the class room will be exemplified. Instruction will be confined to dictionary cataloging during the junior year, and will cover the usual points of author, title, imprint, notes, and added entries of all kinds.

Instruction and practice will include handwritten, typewritten and duplicated cards, the latter making use of various printed cards now available. In addition to the regular class room practice, each student will assist in the cataloging of books for the East Branch library and for Adelbert College library.

ALPHABETING

MISS CRAWFORD

Cutter's rules will be used as text, with variations where deemed advisable. In addition to the regular practice, each student will share the work of card-filing in the library catalogs and all work will be inspected.

DUPLICATES AND GIFTS

MISS WHITTLESEY

A resumé of policies and suggestions for practice in the average public or college library.

SERIALS.

MISS WHITTLESEY

The ordering, receipt, acknowledgment, and care of all serial publications, so far as their treatment varies from that of other books.

LOAN WORK

MISS WHITTLESEY

This will involve the comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public, and the varied means now in use of bringing books to public attention and use. Students will have practice in connection with the various branch libraries of the Cleveland Public library and with Adelbert College library.

ASSISTANCE TO READERS

MISS DOREN

Practical exercise and observation in developing and directing reading taste, including* discussion and exhibit of such means as story and reading hours, bulletins, book lists, posting excerpts of current books, popularizing catalog use by the public, annotation, reading slips, etc.

BOOKBINDING

MISS WOODARD

A practical course describing the materials, tools and successive processes of bookbinding, and illustrating them by actual work. The necessary records and directions for sending books to and receiving them from the bindery.

REPORTS AND STATISTICS

MISS EASTMAN

An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

PUBLIC DOCUMENTS

MISS MANN

The work in public documents is intended to familiarize students with the publications of the government through a study of the methods employed in printing, binding, indexing and distributing these documents, and by an examination of the methods of reporting the work carried on by Congress and the executive departments, together with a brief history of the organization of these departments.

TRADE AND NATIONAL BIBLIOGRAPHY

MR. WILLIAMS

A study of the trade and national bibliography of the United States, England, France, and Germany, with a hasty survey of the other European countries. Special attention will be given to the United States and England, and to the bibliography of government publications. Familiarity with the works studied will be induced by practical problems. Special topics will be treated also, as the scope and utility of bibliography, bibliographical abbreviations, the limitations of trade bibliography, etc. The aim of this course is to give the student a practical knowledge of the trade books which may be useful in the work of the order department, and at the same time to furnish a basis for the advanced work of the second year.

GENERAL AND SPECIAL BIBLIOGRAPHY

MR. SEVERANCE

Part 1 of this course will treat of elementary bibliography and will introduce students to: (a) bibliographies of bibliography, (b) library catalogs under their bibliographical aspect, (c) encyclopædias bibliographically considered, (d) selected lists of "best books," and (e) national bibliographies (trade catalogs), both retrospective and current. Part 2 will show the application of the principles of general bibliography to special subjects. Particular attention will be devoted to historical, literary, and theological bibliography. The aim of this course is to familiarize students with the more important works useful in library investigations.

REFERENCE WORK

MR. WILLIAMS

A study of the standard works of reference, as the general and special encyclopædias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers and periodicals. Works of a similar scope will be compared, and the limitations of each pointed out. Lists of questions to be solved by the use of the works studied will be given, and the methods of finding the answers discussed in class. The aim of this course is not only to promote familiarity with a fairly large number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and, finally, to suggest some methods of comparison and evaluation.

LIBRARY HISTORY

MR. BRETT

General. Public libraries in America.

LIBRARY HISTORY

MR. ORR

History, functions, and relations of proprietary and endowed libraries in America. Ohio Library commission. Ohio State library.

LIBRARY ARCHITECTURE

MR. BRETT

Principles of library planning as applied to smaller libraries and branch libraries.

LIBRARY ADMINISTRATION

MR. BRETT

The government of libraries. The relations of the librarian to the library board and the library staff.

LIBRARY ORGANIZATION AND ADMINISTRATION

NOT YET ASSIGNED

The problems of organization and administration of a small library to be worked out in the actual organization of a model branch of the Public library to serve as one of the important laboratories of the School.

LIBRARY EXTENSION AND SUPERVISION

MISS EASTMAN

The problems of supervision and extension as applied to the individual library; departments, branches and stations, exhibits, museums and galleries, library lectures, work with the schools, clubs, factories, social settlements, home libraries, special work for the blind, civic betterment.

HISTORY OF THE PRINTED BOOK

PROFESSOR ROOT

A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. Practical exercises and the preparation of papers on topics suggested by the lectures.

WORK WITH CHILDREN

MISS POWER

Methods and aims in work with children, principles of book selection, planning and equipment of children's rooms, the story hour, home libraries, summer playground work, children's reference work, simplified cataloging of juvenile books. This is not a sufficiently extensive course for those intending to specialize as children's librarians, but such a general survey of the work as should be had by every intelligent library worker.

MISCELLANEOUS

Lectures will also be given by members of the Library school faculty and others on the following subjects:

- Pamphlets
- Manuscripts, maps, plans, etc.
- Reading lists
- Bulletins
- Indexing
- Business principles and ethics
- Correspondence
- Printing and editing
- Library publications
- Book plates
- Duplicate fiction plan
- Co-operative cataloging
- History of library training
- Library associations
- Library ideals
- Music in the library
- Art in the library
- Foreign books in American libraries
- Book clubs
- Book collecting
- Limited editions
- Law libraries
- Medical libraries
- State libraries

PRACTICAL WORK

A certain amount of practical work will be required in the Cleveland libraries; this will be planned primarily for the benefit of the students rather than the libraries, and only such work will be required as seems necessary to a practical knowledge of each subject.

COURSE OF STUDY FOR SENIOR YEAR

The senior instruction will not be given until the second year of the school and the full course of study will appear in the next issue of the annual catalog. The following is a brief outline:

Cataloging and classification will be continued throughout the entire year with practice work. The Cutter classification will be given briefly and a comparative study of the different system will be made.

An advanced course in bibliography will be given, which will amplify the work of the junior year, giving special attention to the sciences and arts, and to bibliographies in foreign languages.

An advanced course in reference work will also be given and a special course on the sources and literature of the Middle Ages, showing what use has been made of this source material by modern writers. It is intended to illustrate an application of the instruction previously given to a specific subject.

The criticism and selection of books will be continued throughout the senior year, and additional courses will be given on public documents and publications of societies and institutions and on book-binding.

Courses will be given on Library architecture generally, and on the larger problems of Library administration and legislation.

LIBRARY VISITS

The Easter recess will be occupied by a trip in which a series of libraries will be visited for purposes of study and comparison. These journeys and the visits to the libraries will be under the direction of members of the faculty; they are regarded as an important part of the instruction and all students are expected to take them. Two trips will be planned which will be taken on alternate years and will together include the libraries of Boston and other important New England cities, New York, Newark, Philadelphia, Washington, Baltimore and Pittsburgh. Thus during a two years' course the student will have an opportunity of visiting and studying the most important libraries of the Eastern States. The expense of these trips will be from sixty to seventy-five dollars each.

GENERAL INFORMATION

TERMS AND VACATIONS

The first term begins on the Tuesday after the sixteenth day of September, and continues with a holiday recess of ten days, until the last Saturday in January. The second term begins on the following Monday and continues with an Easter recess of two weeks, until the Thursday after the eleventh day of June (or on the tenth in years in which February has twenty-nine days). Thanksgiving day, Washington's birthday, and Decoration day will be observed as holidays.

LOCATION OF THE SCHOOL

The school will occupy commodious rooms in Adelbert Hall on the college campus. These will include a school room with a reference library, lecture room, reading room, offices for the faculty, and other necessary rooms, and will provide satisfactorily for the work of the school and the comfort of the students.

ENDOWMENT

The endowment is \$100,000, the gift of Mr. Andrew Carnegie, the income of which is used for current expenses of the school.

LIBRARIES

The school will have a conveniently arranged reference library for the use of the students. This will include the important reference works, such as the American, English, German, and French trade bibliographies, encyclopædias, dictionaries, catalogs, and bibliographical and bibliothecal books and periodicals. These will be added to from year to year, and will be kept on shelves convenient of access from the desks of the students. A collection of books will also be made sufficiently comprehensive to exemplify the problems of classification, which will be kept unstamped and unlabeled for the use of the students.

The students will also have the use of the following libraries for study and reference, and will be expected to do a portion of their reference work in them:

The Hatch library of Adelbert College, occupying a library building on the campus within convenient reach of Adelbert Hall, has a collection of 50,000 volumes. This is a valuable general reference library, and also includes important special collections in literature, philosophy; the French Revolution, and much valuable bibliography.

The Public library numbering over 200,000 volumes, four branches, five sub-branches and thirty-six stations.

The Case library with a fine general collection of over 50,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society, 586 Prospect St., of over 10,000 volumes.

The Cleveland Law library of 20,000 volumes in the Court House.

These various libraries offer the opportunity to study fair examples of most of the important types of American libraries.

The extensions of the Public library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building branch libraries, will furnish during the coming year an object les-

son in library planning, building and organization. As this goes to press one of the older branches is being rebuilt, a new branch is in process of construction, and it may reasonably be expected that two or more additional ones will be in progress during the present year.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending many public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

GRADUATION AND DEGREE

The requirements for graduation are the satisfactory completion of the junior and senior courses of study and the presentation of a satisfactory bibliography and a thesis upon subjects chosen with the approval of the faculty. The degree of Bachelor of Library Science will be conferred upon graduates of the school.

EXPENSES

Since issuing the preliminary circular it has been decided to fix the tuition fee at one hundred and twenty-five dollars per year. This fee is payable seventy-five dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for stationery and other material used should not exceed twenty-five dollars per year; the cost of the necessary books for the entire course will probably not exceed the same amount. No matriculation or examination fees will be charged.

Rooms and board may be procured in the vicinity of the University for from \$5 to \$8 a week.

For further information address the Dean, W. H. Brett, 505 Cuyahoga Building, Cleveland, O., until September 1, after that date at Adelbert Hall, Western Reserve University.

THE
LIBRARY SCHOOL
OF
Western Reserve University

CLEVELAND, OHIO

Catalog for 1904-1905

ANNOUNCEMENTS FOR 1905-1906

CLEVELAND, O.:
PRESS OF WINN & JUDSON,
1905

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1905/06.

CALENDAR

1904.

*6-7 Sept.	Tuesday-Wednesday	Examinations for admission.
20 Sept.	Tuesday	First term begins.
24 Nov.	Thursday	Thanksgiving day.
23 Dec.	Friday (evening)	Winter recess begins.

1905.

3 Jan.	Tuesday (evening)	Winter recess ends.
31 Jan.	Tuesday	Examinations begin.
4 Feb.	Saturday	First term ends.
5 Feb.	Sunday	Day of prayer for colleges
6 Feb.	Monday	Second term begins.
22 Feb.	Wednesday	Washington's birthday.
19 April	Wednesday (evening)	Easter recess begins.
*29 April	Saturday (evening)	Easter recess ends.
30 May	Tuesday	Decoration day.
*5 June	Monday	General examinations begin.
11 June	Sunday	Baccalaureate sermon.
15 June	Thursday	COMMENCEMENT.
20-21 June	Tuesday-Wednesday	Examinations for admission.

SUMMER VACATION.

*7-8 Sept.	Thursday-Friday	Examinations for admission.
*12 Sept.	Tuesday	First term of Junior year begins.
19 Sept.	Tuesday	First term of Senior year begins.
30 Nov.	Thursday	Thanksgiving day.
22 Dec.	Friday (evening)	Winter recess begins.

1906.

3 Feb.	Saturday	First term ends.
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* These dates differ from corresponding ones in the general calendar of the University.

P 14493

THE LIBRARY SCHOOL

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The school opened September 20, 1904, with fourteen students in the junior year and fifteen special students taking a portion of the work. The special students are, with one exception, from the Cleveland libraries which co-operate in the work of the school.

Only the junior courses of study are given in 1904-1905. The senior course will be given for the first time in 1905-1906.

TRUSTEES

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SAMUEL MATHER, A. M., CLEVELAND
WILLIAM H. BALDWIN, A. B., NEW YORK CITY
JOEL M. SEYMOUR, A. B., B. D., ALLIANCE
HIRAM C. HAYDN, D. D., LL. D., CLEVELAND
CHARLES M. RUSSELL, A. B., MASSILLON
MOSES G. WATTERSON, A. M., CLEVELAND
WASHINGTON S. TYLER, CLEVELAND
ALFRED A. POPE, A. M., CLEVELAND
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LEWIS H. JONES, A. M., YPSILANTI, MICH.
WORCESTER R. WARNER, D. Sc., CLEVELAND
WILLIAM D. REES, CLEVELAND
WILLIAM G. MATHER, A. B., CLEVELAND
J. HOMER WADE, A. M., CLEVELAND
LOUIS H. SEVERANCE, NEW YORK CITY
DAVID Z. NORTON, CLEVELAND
WILLIAM E. CUSHING, A. B., LL. B., CLEVELAND
JOHN H. McBRIDE, CLEVELAND

HARRY A. HARING, A. B., *Secretary and Treasurer*
OFFICE IN 'ADELBERT COLLEGE BUILDING

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President.
- WILLIAM HOWARD BRETT, A. M., 205 Wood St.
Dean of Library School.
Lecturer on Library Architecture, History, and Administration.
- ELECTRA COLLINS DOREN, 855 Fairmount St.
Head Instructor and Librarian.
Instructor in Criticism and Selection of Books, Library Organization, History and Administration.
- ESTHER CRAWFORD, B. L., 855 Fairmount St.
Instructor in Classification, Cataloguing, and allied subjects.
- LINDA ANNE EASTMAN, 855 Fairmount St.
Instructor in Library Extension and Supervision, History, Reports and Statistics.
- JULIA MARGARET WHITTLESEY, B. L., B. L. S., 27 Oakdale St.
Instructor in Library Records, Loan Systems, Book Selection.
- EDWARD CHRISTOPHER WILLIAMS, B. L., 1668 Lamont St.
Instructor in Trade and National Bibliography, Reference Work.
- ALLEN DUDLEY SEVERANCE, A. M., B. D., 1981 Euclid Av.
Instructor in General and Special Bibliography.
- CHARLES ORR, 1662 Lamont St.
Lecturer on History of Libraries, Book Clubs and Book Collecting.
- AZARIAH SMITH ROOT, A. M., Oberlin, Ohio.
Lecturer on Printing and Illustration of Books.
- MARGARET MANN, Carnegie Library, Pittsburgh, Pa.
Instructor in Public Documents.
- GRACE ELSTNER WOODARD, B. PD., Ann Arbor, Mich.
Instructor in Bookbinding.
- EUPHEMIA LOUISE POWER, 50 Landon St.
Instructor in Work with Children.
- CAROLINE BURNITE, 223 Slater Av.
Lecturer on Work with Children.
- ADELAIDE FRANCES EVANS, 59 Knox St.
Secretary and Reviser.

STUDENTS

JUNIOR STUDENTS

- Edna Isabel Allyn, 278 Harkness Av.
Ph. B., Hiram College, 1882, post-graduate work; M. A., Columbia University, 1903; librarian Iowa State Industrial School, 1903-04.
- Mrs. Julia Concannon, Guilford House, Bellflower Av.
Graduate High School, Kankakee, Ill.; organizer library of Yankton College, 1900; Wisconsin Summer Library School, 1901; organizer library of Spearfish State Normal, 1901-02; librarian Hearst Free Library, Lead, S. Dak., 1902—
- Elizabeth Bragdon Doren, 855 Fairmount St.
Graduate Normal School, Dayton; Oberlin College, 1896-97; Leland Stanford, Jr., University, 1897-99; student assistant, Oberlin College Library, 1896-97; custodian Sutro Library, San Francisco, 1900; Iowa Summer Library School, 1901; library student, Dayton Public Library, 1902.
- Hortense Foglesong, 864 Stark Av.
Graduate High School and Miami Commercial College, Dayton; Harvard Summer School, 1895 and 1900.
- Richard Alexander Lavell, 54 Hough Pl.
B. A., University of Minnesota, 1904; circulating department Minneapolis Public Library, 1901-04.
- Frances Henrietta Lynch, 40 Knox St.
Miss Buckingham's private school, 1891-94, 1895-96; Rideau Street Convent; Ottawa, Ont., 1894-95; A. B., Smith College, 1900.
- Zana Kate Miller, Guilford House, Bellflower Av.
Graduate of Downer College, seminary department, 1892; Ferry Hall Seminary, Lake Forest, Ill., 1892-94; Wisconsin Summer Library School, 1901, 1902; assistant Wisconsin Free Library Commission, one year; assistant at Armour Institute, five months; librarian Neenah (Wis.) Public Library until July, 1904.
- Magdaline Rutan Newman, 843 Fairmount St.
Graduate Mechanicsburgh High School; Ohio Normal University, 1891 and 1893; Ohio Wesleyan University, 1894-95; Ohio State University, 1900-01, 1903-04.
- Ernest James Reece, 59 Beersford Pl., East Cleveland.
Ph. B., Adelbert College, 1903.
- Frances Elizabeth Root, 855 Fairmount St.
Oberlin College, 1899; A. B., Wells College, 1902; assistant Lorain Public Library, 1903.
- Helen J. Stearns, Guilford House, Bellflower Av.
Moravian Seminary, Bethlehem, Pa., 1883-86; University of Denver, 1888-1900; private tutors, Germany, 1900-01; University of Chicago, summer of 1904.

- Eliza Ellen Townsend, 855 Fairmount St.
Graduate of Keokuk (Iowa) High School, 1897; six years University of Chicago Extension Lectures; Iowa Summer Library School, 1903, 1904; assistant Keokuk Public Library, 1903-04.
- Carl Peter Paul Vitz, 45 Marvin St.
A. B., Adelbert College, 1904; Cleveland Public Library, 1898-1904; assistant Hatch Library, 1903-04.
- Martha Wilson, Guilford House, Bellflower Av.
High School, Flora, Ill.; graduate Lester Seminary, Holden, Mo., 1890; University of Chicago, 1901.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert College libraries, the following assistants from these libraries are also taking partial courses, with the privilege of taking a longer time to complete the full course:

- Jane Thompson Beavis, 19 Walker St.
Graduate Cleveland High School, Cleveland Public Library, 1900—
- Sarah Elizabeth Cotter, 42 Archwood Av.
Graduate Ravenna High School; Oberlin College, 1899-1900; Cleveland Public Library, 1900—
- Mary Isabel Davis, 8 Turnbull Terrace, West Roy St.
Graduate Cleveland High School; New York State Library Summer School, 1902; Cleveland Public Library, 1900—
- Edith Leona Eastman, 161 Avondale Av., Glenville, O.
Graduate Glenville High School; College for Women, Western Reserve University, 1900-04; C. P. L. Summer School, 1900; Adelbert College Library, 1900—
- Juliet Alice Handerson, 444 Dunham Av.
B. L., College for Women, Western Reserve University, 1903; Cleveland Public Library, 1902—
- Lura Lowell Haupt, 59 Chapman Av., East Cleveland.
B. A., College for Women, Western Reserve University, 1899; Cleveland Public Library, 1900—
- Elizabeth Hubbell, Wickliffe, O.
Ph. B., College for Women, Western Reserve University, 1903; Cleveland Public Library, 1903—
- Roena Alice Ingham, 153 Rhodes Av.
Graduate Cleveland High School; C. P. L. Summer School, 1898; Cleveland Public Library, 1897—
- Stella Charlotte Norton, 901 Crawford Rd.
Graduate Cleveland Normal School; Ph. B., Oberlin College, 1900; Cleveland Public Library, 1902—

Ada Mullins Pierson, 150 Harkness Av.
Graduate Cleveland High School; Cleveland Public Library, 1899—

Paulina Reich, 186 Woodbridge Av.
Graduate Cleveland High School; C. P. L. Summer School, 1900; Cleveland Public Library, 1900—

Clara Risdon, 108 Edgewood Pl.
Ph. B., College for Women, Western Reserve University, 1902; Adelbert College Library, 1901; Cleveland Public Library, 1902—

Bessie Hunt Shepard, The Pelton, 187 Jennings Av.
Graduate Ware (Mass.) High School; C. P. L. Summer School, 1900; Cleveland Public Library, 1900—

Mabel Clare Smith, 99 Mt. Vernon St.
Graduate Cleveland High School, College for Women, Western Reserve University, 1898-99; Cleveland Public Library, 1903—

Caroline Isabel Wales, 40 Knox St.
Toledo High School; Toledo Normal School, one year; Ursuline Convent, two years; Toledo Public Library, 1889—

REQUIREMENTS FOR ADMISSION

All candidates for admission are expected to bring a maturity and a preparation which will fit them for work equal to that in graduate schools. Fitness will be determined by an examination which will be required of all. It will include literature; history, both general and current; general information concerning the sciences and arts; and a reading knowledge of two languages other than English, of which one must be a modern language. The examinations will be held in Cleveland on Tuesday and Wednesday, June 20 and 21, 1905. A fee of fifty cents will be charged to those taking the examination in Cleveland. For the convenience of applicants living at a distance, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at the time of filing the application. Any additional expense for such examinations will be borne by the applicant. In the event that the class is not filled from the number of those taking this examination, another examination will be held on Thursday and Friday, September 7 and 8.

Applicants will be supplied with the regular form of application, and are requested to submit their academic record and degrees, if any, a record of any literary or educational work, and testimonials as to character and ability.

COURSE OF STUDY

JUNIOR YEAR

Courses

Reference Work and Bibliography.....	I, 2
General and Special Bibliography.....	I
Library Publications	I
Selection of Books.....	I
Classification	I
Cataloguing	I
Public Documents.....	I
Loan Work and Distributing Systems.....	I
Library Records	I
Library Office Routine.....	I
Bookbinding	I
Library Organization and Administration.....	I-3a, 7a
Library History	I-3
Work with Children.....	I
Note Taking and Library Hand.....	I-2
Lectures	I
Library Visits	I
Practical Work	I

SENIOR YEAR*

Reference Work and Bibliography.....	3
General and Special Bibliography.....	2, 3
Library Publications	2
Selection of Books	2
Classification	2, 3
Cataloguing	2
Indexing	I
Public Documents	2
Book-buying	I
Printing and Editing.....	I
Library Organization and Administration.....	3b-6, 7b
Library History.....	4-7
Lectures	2
Library Visits	2
Practical Work	2

*The Senior course will be given first in 1905-06, and at the date of going to press many details are still to be arranged.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

REFERENCE WORK AND BIBLIOGRAPHY

MR. WILLIAMS.

1. REFERENCE WORK. A study of the standard works of reference, as the general and special encyclopædias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers and periodicals. Works of a similar scope will be compared, and the limitations of each pointed out. Lists of questions to be solved by the use of the works studied will be given, and the methods of finding the answers discussed in class. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 39 hours.

2. BIBLIOGRAPHY. A study of the trade and national bibliography of the United States, England, France, and Germany, with a hasty survey of the other European countries. Special attention will be given to the United States and England, and to the bibliography of government publications. Familiarity with the works studied will be induced by practical problems. Special topics will be treated also, as the scope and utility of bibliography, bibliographical abbreviations, the limitations of trade bibliography, etc. The aim of this course is to give the student a practical knowledge of the trade books which may be useful in the work of the order department, and at the same time to furnish a basis for the advanced work of the second year. 14 hours.

3. ADVANCED REFERENCE WORK AND BIBLIOGRAPHY. This work, while based upon courses 1 and 2 in reference work and bibliography, differs radically from these in scope and method. It is designed to acquaint the student with the bibliographical resources of many

important subjects, and as far as possible to bring him into actual contact with the important indexes, bibliographies, repertories, collections, society publications, periodicals, and source books of various kinds. Emphasis will be laid upon the subjects regarded as most important from the standpoint of the American library. 30 hours.

GENERAL AND SPECIAL BIBLIOGRAPHY

MR. SEVERANCE

1. **BIBLIOGRAPHY.** This course will treat of elementary bibliography and will introduce students to: (a) bibliographies of bibliography, (b) library catalogues under their bibliographical aspect, (c) encyclopædias bibliographically considered, (d) selected lists of "best books," and (e) national bibliographies (trade catalogues), both retrospective and current. 19 hours

2. **ADVANCED BIBLIOGRAPHY.** The advanced course in bibliography will be an expansion of the work of the first year. Especial stress will be laid upon subject bibliography, and particular attention will be paid to bibliographies in foreign languages. Practical problems will be investigated and the attempt will be made to familiarize students with the more important works actually used in scholarly investigation. 12 hours.

3. Bibliography of science and useful arts. (Unassigned.)

LIBRARY PUBLICATIONS

MISS DOREN

1. **AMERICAN PUBLICATIONS.** Seminar each month for report and discussion of library publications, reports, catalogues, bulletins, special lists, and other subjects of kindred nature. 10 hours.

2. **FOREIGN PUBLICATIONS.** Continuation of course 1 with which it alternates fortnightly. 10 hours.

SELECTION OF BOOKS

MISS DOREN

MISS WHITTLESEY

1. The course in book selection will be conducted as a weekly reading seminar. It will be based upon (a) observation and report upon local community's conditions, interests, and book or reading privileges; (b) evaluation of books by classes with reference to content and treatment, and types and grades of readers. Also critical study of American periodical literature, especially in regard

to book reviews. Annotation developed. Special emphasis will be placed upon current publications and the relation to current events. 43 hours.

2 (a). Annotation continued together with critical study of English and foreign periodicals, having special reference to book reviews. Group study of great books with special reference to the effectiveness of literature. Study of book needs of a large city population.

(b). Study and grouping of English fiction (including translations); compilation of special lists. 45 hours.

TECHNICAL COURSES*

CLASSIFICATION

MISS CRAWFORD (1, 2)

MR. BRETT (3)

1 (a). ELEMENTARY COURSE. The Decimal Classification (Dewey) and Expansive classification (Cutter) will be used as text-books, with adaptations for public library needs. Emphasis will be laid upon bases of subject relationships.

(b). BOOK NUMBERS. For book numbers the Simplified Library School rules will be taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Full notes on variations for public library and for college usages will be given. a and b, 45 hours.

2. SYSTEMS OF CLASSIFICATION. The course will lay special emphasis upon the practical work of classifying under supervision in a branch of the public library and the library of Adelbert College. In addition, there will be a course of lectures on the application of fundamentals to the needs of special collections such as music, art, portraits, clippings, etc. Both the Decimal and the Expansive classifications will be used as texts.

3. ADVANCED COURSE. The classification of knowledge.

*In addition to regular classroom practice in technical subjects, practical work will be assigned in the Public Library and its branches, and in the Adelbert College Library.

CATALOGUING

MISS CRAWFORD

1 (a). ELEMENTARY COURSE. Special emphasis will be laid upon the perception of underlying principles rather than the following of any one code of rules. But the Simplified Library School rules, Cutter's Rules for a dictionary catalogue, A. L. A. Rules and A. L. A. List of subject headings will be used as convenient bases for constructing the codes to be used in the local college and branch libraries in which the instruction given in the class room will be exemplified. Instruction will be confined to dictionary cataloguing during the junior year, and will cover the usual points of author, title, imprint, notes, and added entries of all kinds.

Instruction and practice will include handwritten, typewritten and duplicated cards, the latter making use of various printed cards now available.

(b). ALPHABETING. Cutter's rules will be used as text, with variations where deemed advisable. In addition to the regular practice, each student will share the work of card-filing in the library catalogs and all work will be inspected. a and b, 75 hours.

2. ADVANCED COURSE. An amplification of the principles laid down in course 1, and their application to problems of library expansion such as branches, stations and departments and to special collections such as music and art. Classed cataloguing will be given due attention and comparison of codes will be continuous throughout the course. Practical work in cataloguing under supervision will be an important feature and the use of printed cards and other coöperative aids will be exemplified. 60 hours.

INDEXING

MISS CRAWFORD

1. The principles of indexing will be deduced and differentiated from those of cataloguing and the applications indicated for books, clipping files, and official records, such as those of executive boards, legislative bodies, and others. 10 hours.

PUBLIC DOCUMENTS

MISS MANN

1. The work in public documents is intended to familiarize students with the publications of the government through a study of the methods employed in printing, binding, indexing and distributing

these documents, and by an examination of the methods of reporting the work carried on by Congress and the executive departments, together with a brief history of the organization of these departments. 10 hours.

2. Foreign documents (to be assigned).

LOAN WORK AND DISTRIBUTING SYSTEMS

MISS WHITTLESEY

MISS EASTMAN

1. This will involve the comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. Students will have practice in connection with the various branches of the Cleveland Public library and with Adelbert College library. 12 hours.

LIBRARY RECORDS

MISS WHITTLESEY

1 (a). ORDER WORK. This will include instruction and practice in the use of trade bibliographies, the technical routine and the records necessary for intelligent and systematic conduct of book-buying in public and college libraries.

(b). ACCESSIONING. This will include treatment of gifts. The A. L. A. Standard and condensed accession books and rules will be used as texts for instruction. Attention will also be paid to other ways of keeping the accession records than by accession books.

(c). SERIALS. The ordering, receipt, acknowledgment, and care of all serial publications, so far as their treatment varies from that of other books.

(d). SHELF LISTING. This will include practice in the use of various forms, *i. e.*, cards, shelf-sheets; also notes upon methods of inventory. a-d, 15 hours.

BOOK-BUYING

MR. BRETT (OR MISS DOREN)

1. A supplementary course to selection of books, dealing with book collecting as a commercial and economic problem; apportionment of book fund to various classes of books, taking into considera-

tion such factors as book markets and the local needs and interests; apportionment for older standard works, and current publications; selection from second-hand lists; American and English editions, and importations. 5 hours.

PRINTING AND EDITING

[UNASSIGNED]

1. Preparation of copy; fonts of type; principles of composition, and design of page; methods of book illustrating; class visits to local publishing houses. 5 hours.

LIBRARY OFFICE ROUTINE

MR. PRETT

MISS EVANS

1. This course includes a resumé of business principles and ethics, methods, correspondence forms, filing systems, proof-reading, and kindred topics. 4 hours.

BOOKBINDING AND REPAIR

MISS WOODARD

1. A practical course describing the materials, tools and successive processes of bookbinding, and illustrating them by actual work. The necessary records and directions for sending books to and receiving them from the bindery. 10 hours.

ADMINISTRATION

LIBRARY ORGANIZATION AND ADMINISTRATION

MR. BRETT (1, 2, 4, 5)

MISS DOREN (3)

MISS EASTMAN (6, 7)

1. THE GOVERNMENT OF LIBRARIES. The relations of the librarian to the library board and the library staff.

2. ARCHITECTURE. Principles of library planning as applied to smaller libraries and branch libraries.

3. THE SMALL LIBRARY. (a) Interior economy and administration for despatch of library routine and direction of work in all departments, having in view the most efficient and economical service to the public.

Practical exercise and observation in developing and directing reading taste, including discussion and exhibit of such means as story and reading hours, bulletins, book lists, posting excerpts of current books, popularizing catalogue use by the public, annotation, reading slips, etc.

The problems of organization and administration of a small library to be worked out and submitted in diagram from observation and practice at the various stations and branches of the Cleveland Public Library.

Courses 1-3a, 45 hours.

(b) The same problems will be worked out constructively for public libraries varying in respect to size, type, and social conditions of the community served.

4. SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, endowment, civic and educational inter-relation.

5. LIBRARY ARCHITECTURE. Housing of books; library buildings and equipment. Special attention to the problems of the larger libraries.

6. EXTENSION AND SUPERVISION. The problems of supervision and extension as applied to the individual library; departments, branches and stations, exhibits, museums and galleries, library lectures, work with the schools, clubs, factories, social settlements, home libraries, special work for the blind, civic betterment.

7. REPORTS AND STATISTICS. (a) An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library. (b) Compilation and comparative study of library, educational and social statistics.

Courses 3b-7, 35 hours.

LIBRARY HISTORY

MR. BRETT (1)

MR. ORR (2)

MISS DOREN (3, 4)

MR. ROOT (5)

MISS EASTMAN (7)

1. General. Public libraries in America. History of library legislation.

2. History, functions, and relations of proprietary and endowed libraries in America. Ohio Library commission. Ohio State library.

3. Library schools and associations.

Courses 1-3, 8 hours.

4. History of the transmission of learning; printing and writing materials; bookbinding; the book trade.

5. HISTORY OF THE PRINTED BOOK. A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. Practical exercises and the preparation of papers on topics suggested by the lectures.

6. History of Education (to be arranged).

7. Foreign libraries; English and Continental libraries; foreign bibliographical societies and library associations; library training abroad.

Courses 4-7, 35 hours.

WORK WITH CHILDREN

MISS POWER

MISS BURNITE

Methods and aims in work with children, principles of book selection, planning and equipment of children's rooms, the story hour, home libraries, summer playground work, children's reference work, simplified cataloguing of juvenile books. This is not a sufficiently extensive course for those intending to specialize as children's librarians, but such a general survey of the work as should be had by every intelligent library worker. 12 hours.

MISCELLANEOUS

LECTURES

Lectures will also be given by members of the Library school faculty and others on the following subjects:

1. Library advertising: foreign books in American libraries; book plates; book collecting; limited editions; special collections; state libraries. 12 hours.

2. Special collections, as in law, technology, music, art; state libraries; state library commissions; museums. 10 hours.

NOTE TAKING AND LIBRARY HAND

MISS CRAWFORD

1. NOTE-TAKING. Lecture notes of individual students will be scanned occasionally with the aim of developing in each student the power of quick perception of essentials, their concise statement and orderly preservation.

2. LIBRARY HANDWRITING. Students are advised to acquire a good library handwriting before entering the school, as no time will be set aside for definite practice. The date at which actual record work may be entrusted to the student will be influenced by the excellence of his handwriting. Equal emphasis will be laid upon script and print forms. The school will furnish models to any accepted applicant upon receipt of postage.

Ability to use the typewriter will be expected of each student, but no time will be set aside for instruction in its use. It is recommended that the skill be acquired before entrance.

LIBRARY VISITS

1-2. The Easter recess will be occupied by a trip in which a series of libraries will be visited for purposes of study and comparison. These journeys and the visits to the libraries will be under the direction of members of the faculty; they are regarded as an important part of the instruction and all students are required to take them. Two trips will be planned which will be taken on alternate years and will together include the libraries of Boston and other important New England cities, New York, Newark, Philadelphia, Washington, Baltimore and Pittsburgh. Thus during a two years' course the student will have an opportunity of visiting and studying the most important libraries of the Eastern States. The expense of these trips will be from sixty to seventy-five dollars each.

PRACTICAL WORK

1-2. A certain amount of practical work will be required in the Cleveland libraries; this will be planned primarily for the benefit of the students rather than the libraries, and only such work will be required as seems necessary to a practical knowledge of each subject.

GENERAL INFORMATION

LOCATION OF THE SCHOOL

The school occupies commodious rooms in Adelbert Hall on the college campus. These include a school room with a reference library, lecture room, offices for the faculty, and other necessary rooms, and provide satisfactorily for the work of the school and the comfort of the students.

ENDOWMENT

The endowment is \$100,000, the gift of Mr. Andrew Carnegie, the income of which is used for current expenses of the school.

LIBRARIES

The school has a conveniently arranged reference library for the use of the students. This includes the important reference works, such as the American, English, German, and French trade bibliographies, encyclopædias, dictionaries, catalogues, and bibliographical and bibliothecal books and periodicals. This will be increased from year to year. A collection of books is being made, sufficiently comprehensive to exemplify the problems of classification and cataloging, which will be kept unstamped and unlabeled for the use of the students.

The students will also have the use of the following libraries for study and reference, and will be expected to do a portion of their reference work in them:

The Hatch library of Adelbert College occupying a library building on the campus within convenient reach of Adelbert Hall and having a collection of 50,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public library numbering 235,000 volumes, five branches, seven sub-branches and thirty-six stations.

The Case library with a fine general collection of over 50,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 586 Prospect St.

The Cleveland Law library of 20,000 volumes in the Court House.

These various libraries offer the opportunity to study fair examples of most of the important types of American libraries.

The extensions of the Public library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building seven branch libraries, will furnish an object lesson in library planning, building and organization. One of these branches is completed and in successful operation and as this goes to press another is about to be dedicated, two others are in process of erection and plans for a fifth are made.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

GRADUATION AND DEGREE

The requirements for graduation are the satisfactory completion of the junior and senior courses of study and the presentation of a satisfactory bibliography and a thesis upon subjects chosen with the approval of the faculty. The degree of Bachelor of Library Science will be conferred upon graduates of the school.

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for stationery and other material used should not exceed twenty-five dollars per year; the cost of the necessary books for the entire course will probably not exceed the same amount. No matriculation fee will be charged.

Beginning with Commencement, 1906, a graduation fee will be charged.

Rooms and board may be procured in the vicinity of the University for from \$5 to \$8 a week.

For further information address the Dean, W. H. Brett, Adelbert Hall, Western Reserve University.

THE
LIBRARY SCHOOL
OF
Western Reserve University

CLEVELAND, OHIO

Catalog for 1906-1907

ANNOUNCEMENTS FOR 1907-1908

CLEVELAND, OHIO
WINN & JUDSON
1907

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CALENDAR

1906.

17-18 Sept.	Monday-Tuesday	Examinations for admission.
18 Sept.	Tuesday	First term begins.
29 Nov.	Thursday	Thanksgiving day.
21 Dec.	Friday (evening)	Winter recess begins.

1907.

2 Jan.	Wednesday (evening)	Winter recess ends.
24 Jan.	Thursday	Examinations begin.
2 Feb.	Saturday	First term ends.
3 Feb.	Sunday	Day of prayer for colleges.
4 Feb.	Monday	Second term begins.
22 Feb.	Friday	Washington's birthday.
27 March	Wednesday (evening)	Easter recess begins.
3 April	Wednesday (evening)	Easter recess ends.
30 May	Thursday	Decoration day.
5 June	Monday	General examinations begin.
9 June	Sunday	Baccalaureate sermon.
13 June	Thursday	COMMENCEMENT.
14-15 June	Friday-Saturday	Examinations for admission.
18-19 June	Tues. and Wed.	

SUMMER VACATION.

5-4 Sept.	Tues. and Wed.	
16-17 Sept.	Monday-Tuesday	Examinations for admission.
17 Sept.	Tuesday	First term of Junior year begins.
28 Nov.	Thursday	Thanksgiving day.
21 Dec.	Saturday (12:30 p. m.)	Winter recess begins.

1908.

1 Feb.	Saturday	First term ends.
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THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this school was rendered possible by the generous gift in February, 1903, of one hundred thousand dollars from Mr. Andrew Carnegie to form an endowment fund. The school opened in September, 1904, and is now in its third year.

Its purpose is to give a thorough course in training for library work. While, as is eminently proper in a school so established and endowed, special attention will be given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries will not be neglected.

Intended eventually as a two years' course, only the first year's work has been given thus far. The course for the Junior year is planned to cover adequately all elementary problems in library economy and bibliography common to the libraries of various types, whether public, college or special. Care is taken that the treatment be comprehensive and practical.

TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND
HIRAM C. HAYDN, D. D., LL. D., *Vice-President*, CLEVELAND
WILLIAM H. UPSON, A. B., AKRON
LIBERTY E. HOLDEN, A. M., CLEVELAND
EDWIN R. PERKINS, A. B., LL. D., CLEVELAND
SAMUEL MATHER, A. M., LL. D., CLEVELAND
J. HOMER WADE, A. M., CLEVELAND
WASHINGTON S. TYLER, CLEVELAND
JOHN H. McBRIDE, CLEVELAND
HARRY A. GARFIELD, A. B., PRINCETON, N. J.
CHARLES L. PACK, LAKEWOOD, N. J.
ALFRED A. POPE, A. M., CLEVELAND
LOUIS H. SEVERANCE, NEW YORK CITY
HENRY R. HATCH, CLEVELAND
WORCESTER R. WARNER, D. Sc., CLEVELAND
WILLIAM D. REES, CLEVELAND
ANDREW SQUIRE, LL. D., CLEVELAND
CHARLES W. BINGHAM, A. B., CLEVELAND
CHARLES F. BRUSH, PH. D., LL. D., CLEVELAND
HORACE E. ANDREWS, A. B., CLEVELAND
GEORGE A. GARRETSON, U. S. M. A., CLEVELAND
JAMES D. WILLIAMSON, A. M., D. D., CLEVELAND
HOMER H. JOHNSON, A. M., LL. B., CLEVELAND

HARRY A. HARING, A. B., *Secretary and Treasurer*
OFFICE IN ADELBERT COLLEGE BUILDING

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Rd.
President.

WILLIAM HOWARD BRETT, A. M., 1143 E. 3rd St.
Dean of Library School.
Lecturer on Library Architecture, History, and Administration.

.....
Director (to be appointed).

JULIA MARGARET WHITTLESEY, B. L., B. L. S., E. 93d St. and Cedar Av.
Acting Director.
Instructor in Classification and Cataloging.

LINDA ANNE EASTMAN, 2126 Fairmount Rd.
Instructor in Library Organization, Extension and Supervision,
Reports and Statistics, Library Publications.

ADELAIDE FRANCES EVANS 2049 E. 115th St.
Instructor in Loan Systems, Library Records, and Reviser.

EDWARD CHRISTOPHER WILLIAMS, B. L., 2232 E. 39th St.
Instructor in Trade and National Bibliography, Reference Works
Public Documents, Criticism and Selection of Books.

ALLEN DUDLEY SEVERENCE, A. M., B. D.
(Absent on leave for the year).
Instructor in General and Special Bibliography.

AZARIAH SMITH ROOT, A. M., Oberlin, Ohio.
Lecturer on Book Printing and Illustrating.

ALICE SARAH TYLER, Des Moines, Iowa.
Instructor in Library Organization and Library Commission work.

GERTRUDE ELSTNER WOODARD, B. Pd., Ann Arbor, Mich.
Instructor in Bookbinding.

EUPHEMIA LOUISE POWER, 5801 Franklin Av.
Instructor in Work with Children.

CAROLINE BURNITE 3848 Prospect Av.
Lecturer on Work with Children.

DOROTHY HENRY, 2206 E. 89th St.
Director's Secretary and Registrar.

STUDENTS

REGULAR STUDENTS.

- BERTHA RICKENBRODE BARDEN, *Cleveland* 10013 Lamont Av.
A. B. Vassar College, 1905; A. M. Vassar College, 1906; Vassar College Library, 1902-5.
- NINA C. BROTHERTON *Cleveland* 88 Page Av., E. C.
A. B. Vassar College, 1906.
- AGNES BURNS, *Coshocton* 1143 East Fairchild St.
Graduate Coshocton High School, 1898; Phelps' School (Columbus, O.), 1898-9.
- HARRIET ADELE COMINGS *Oberlin* 1671 E. 117th St.
Graduate Oberlin Academy, 1899; Smith College, 1899-1900; A. B. Oberlin College, 1903.
- MARY LILLIAN ELY *Dayton, O.* Haydn Hall
Miami University (Oxford, O.), 1900-1; graduate, Dayton Normal School, 1903; Private instruction, 1904; branch-librarian, Dayton Public Library, 1904-6.
- ALICE MARIAN FLAGLER *Westfield, N. Y.* 1671 E. 117th St.
Graduate Westfield High School, 1904; Simmons College (Boston), 1905-6; Patterson Library (Westfield), 1904.
- THEODOSIA ESTELLE HAMILTON *Indianola, Ia.* 2061 E. 115th St.
Simpson College Academy (Indianola), 1895-7; A. B. Simpson College, 1902; Iowa Summer Library School, 1904; librarian, Simpson College Library, 1903-6.
- ETHEL MARJORIE KNAPP *Cleveland* 2805 Archwood Av.
Kentucky University Academy (Lexington), 1895-6; Ohio Wesleyan University (Delaware), 1896-9; A. B. Wooster University, 1903.
- NELLIE MAY LUEHRS *Cleveland* 1656 E. 55th St.
A. B. College for Women, Western Reserve University, 1906.
- MILDRED FLORENCE PARSONS *Chardon, O.* Haydn Hall
Graduate Chardon High School, 1904; Ohio Wesleyan University (Delaware), 1904-6.
- MARGUERITE BURNET RESOR *Cincinnati, O.* Haydn Hall.
B. A. University of Cincinnati, 1906.
- EMERETTA G. ROOT *Washington, D. C.* Haydn Hall.
Washington Central High School, 1900, 1902-4; George Washington University (Washington), 1905; Washington Public Library, 1905-6.
- ADELAIDE RUDOLPH *Cleveland, O.* The Haddam,
B. A. Hiram College (Hiram, O.), 1879; graduate work; A. M. Columbia University, 1898.
- LOUISE CATHERINE SADLIER *Cleveland, O.* 6509 Carnegie Av.
Graduate Cleveland Normal Training School, 1904; Cleveland Public Library, 1906.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert College and Case libraries, the following assistants from these libraries are also taking partial courses, with the privilege of taking a longer time to complete the full course:

MILA OTIS BOMGARDNER, 95 Wyandotte Av.
B. A. Baldwin University, 1905; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1906—

ISABELLA CAROLINE BUCHWALD, 1394 E. 88th St.
Graduate Cleveland High School, 1895; New York State Library Summer School, 1901; Cleveland Public Library, 1897—

CHARLOTTE ASENATH BUSS, 1962 E. 59th St.
Graduate Cleveland High School, 1893; post-graduate work, South High School (Cleveland), 1895; College for Women, Western Reserve University, 1893-5; Cleveland Public Library training class, 1903-04; special student Western Reserve University Library School, 1904-6; Cleveland Public Library, 1896-9; librarian Miles Park Branch library, 1899—

HATTIE MONA CALLOW, 2023 E. 81st St.
Graduate Cleveland High School, 1893; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1895—

RUBY HENRIETTA CHURCHILL, 1818 E. 87th St.
Graduate Cleveland High School, 1905; Cleveland Public Library, 1906—

ANITA MARIE CLEVELAND, 2172 E. 89th St.
B. A. College for Women, Western Reserve University, 1905; post-graduate work, College for Women, 1905-6; Cleveland Public Library, 1906—

FLORENCE LAURETTA CROSIER, 1436 W. 50th St.
Graduate Cleveland High School, 1904; Cleveland Public Library, 1903—

ESTELLE DAVIES, 7717 Lockyear Av.
Graduate Cleveland High School, 1903; Cleveland Public Library, 1904—

CLARA LOUISE DOELTZ, 13020 Euclid Av.
Detroit Ladies' Seminary, 1878-1883; two years' study modern languages and music in Germany, England and France; Cleveland Public Library training class, 1903-4; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1903—

EDITH LEONA EASTMAN, 161 Avondale Av., Glenville, O.
College for Women, Western Reserve University, 1900-4; Cleveland Public Library Summer School, 1900; special student Western Reserve University Library School, 1904-6; Adelbert College Library, 1900—

ANNE CLINTON GRANGER, 3449 Scranton Rd.
London Academy (Canada), 1868; University of Wisconsin Summer School, 1895; Cleveland Public Library, 1885; Librarian, South Side Library, 1897; Librarian, West Side Library, 1902—

ROSE CHARTER GYMER, 1873 E. 73rd St.
New York State Library School (Summer course), 1901; Pittsburgh Training School for Children's Librarians, 1903-4; Cleveland Public Library, 1897—

- GRACE GENEVIEVE HALEY, 1658 W. 111th St.
B. A. Ursuline College, 1901; Cleveland Public Library, 1901—
- JULIET ALICE HANDERSON, 1924 66th St.
B. L. College for Women, Western Reserve University, 1903; special student Western Reserve University Library School, 1904-6; Cleveland Public Library, 1902—
- RUTH ADALINE HAPGOOD 1703 Mentor Av.
Chautauqua Summer Library School, 1903; Warren Public Library, 1902-05; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1905—
- EDITH MABEL HILL, 1523 E. 84th St.
Ph. B. College for Women, Western Reserve University, 1904; Cleveland Public Library, 1904—
- JENNIE EVA ISBISTER, 4101 Franklin Av.
Graduate Cleveland High School, 1885; Cleveland Normal School, 1886; Cleveland Public Library Summer School, 1898; Cleveland Public Library, 1891—
- HELEN VAN R. JOHNSTONE, 8115 Wade Park Av.
Graduate Cleveland High School, 1901; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1902—
- SADIE HYMAN LEVEY, The Gary, 66th St. and Hough Av.
Graduate Buffalo High School, 1892; Cleveland Public Library, 1906—
- JEANETTE CLARE LOWREY, 2280 E. 93rd St.
Graduate Cleveland High School, 1904; Cleveland Public Library, 1902—
- ELLA MAY, 3390 W. 25th St.
Graduate Pittsfield (Illinois) High School, 1896; Cleveland Public Library, 1902—
- MRS. ADALINE CROSBY MERRILL, 16 Noble Road, E. Cleveland.
Graduate Cleveland High School; Chautauqua Literary and Scientific Circle, 1886; Carnegie Library of Pittsburgh, 1899-1901; Cleveland Public Library Training class, 1903-4; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1903—
- FLORENCE METCALF, 8947 Broadway
B. A. Ohio State University, 1905; Cleveland Public Library, 1906—
- EVA MILLWARD MORRIS, Nottingham, Ohio
Graduate Cleveland High School, 1901; Smith College, 1902-3; Cleveland Public Library, 1906—
- STELLA CHARLOTTE NORTON, 10816 Grantwood Av.
Graduate Cleveland Normal School; Ph. B. Oberlin College, 1900; special student Western Reserve University Library School, 1904-5; Cleveland Public Library, 1902—
- PAULINE REICH, 3504 Woodbridge Av.
Graduate Cleveland High School; Cleveland Public Library Summer School, 1900; special student Western Reserve University Library School, 1904-6; Cleveland Public Library, 1900—
- CLARA RISDON, 2239 E. 49th St.
Ph. B. College for Women, Western Reserve University, 1902; Adelbert College Library, 1901; special student Western Reserve University Library School, 1904-5; Cleveland Public Library, 1902—

- CHARLOTTE FREDERICKA SALEN, 1988 Fulton Rd.
Private School instruction; Cleveland Public Library, 1899—
- BESSIE HUNT SHEPARD, The Pelton, 2363 W. 14th St.
Graduate Ware, Mass., High School; Cleveland Public Library Summer School, 1900; special student Western Reserve University Library School, 1904-6; Cleveland Public Library, 1900—
- JULIA SCHMEHL, 3236 W. 25th St.
Graduate Cleveland High School, 1895; Cleveland Public Library, 1904—
- JOSEPHINE FRANCES SISKOVSKY, 5320 Magnet Av.
Graduate Cleveland Normal School, 1895; Cleveland Public Library, 1905—
- MINNIE McDANIEL SWEET, 1906 E. 84th St.
Graduate Cleveland High School, 1905; Cleveland Public Library, 1903—
- MARY GERTRUDE THOMPSON, 9213 Miles Av.
Graduate Cleveland High School, 1903; Cleveland Public Library Training class, 1903-4; Cleveland Public Library, 1903—
- MARIAN DAVIS THUM, 1531 E. 82nd St.
Graduate Baldwin Seminary, St. Paul, Minn., 1901; University of Minnesota, 1901-2; Davenport, Iowa, Public Library, 1904-5; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1905—
- MARY EMILY WEST, 2022 E. 100th St.
Graduate Niles, Ohio, High School; Mt. Union College, 1898-99; Cleveland Public Library training class, 1903-4; special student Western Reserve University Library School, 1905-6; Cleveland Public Library, 1903—

SPECIAL STUDENTS 35

SUMMARY.

Regular Students	14
Special Students	35
	—
Total	49

REQUIREMENTS FOR ADMISSION

All candidates for admission are expected to bring a maturity and a preparation which will fit them for work equal to that in graduate schools. Fitness will be determined by an examination which will be required of all. It will include literature; history, both general and current; general information concerning sociology, science, and the arts; and a reading knowledge of two languages other than English. The examinations will be held in Cleveland on Tuesday and Wednesday, June 18 and 19, 1907. A fee of fifty cents will be charged. For the convenience of applicants living at a distance, arrangements may be made to hold the examinations on the same day at other places. The request for such an arrangement should be made at the time of filing the application. Any additional expense for such examinations will be borne by the applicant. In the event that the class is not filled from the number of those taking this examination, another examination will be held on Tuesday and Wednesday, September 3 and 4, 1907.

Students who wish to select their college courses with reference to taking a Library School course later are advised to consider the following subjects:

Language, German and French, at least two years' work.

History, Literature and English: As much advanced work as possible.

Psychology, Sociology and Economics, Education and Art, General and historical courses.

Science, General and elementary courses in Physics, Chemistry, Geology or Physiography, Biology, Nature Study.

Applicants will be supplied with the regular form of application, and are requested to submit their academic record and degrees, if any, a record of any literary or educational work, and testimonials as to character and ability.

COURSE OF STUDY

JUNIOR YEAR

	Courses
Reference Work and Bibliography.....	I-2
General and Special Bibliography.....	I
Library Publications	I
Selection of Books	I
Classification	I
Book Numbers	I
Cataloguing	I
Subject Headings	I
Public Documents	I
Loan Work and Distributing Systems.....	I
Library Records	I
Bookbinding	I
Library Organization and Administration.....	I-5
Library History	I-3
Work with Children	I
Miscellaneous	I-3
Practical Work	I

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

REFERENCE WORK AND BIBLIOGRAPHY

MR. WILLIAMS

1. **REFERENCE WORK.** A study of the standard works of reference, as the general and special encyclopædias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope will be compared, and the limitations of each pointed out. Lists of questions to be solved by the use of the works studied will be given, and the methods of finding the answers discussed in class. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 40 hours.

2. **BIBLIOGRAPHY.** A study of the trade and national bibliography of the United States, England, France, and Germany, with a hasty survey of the other European countries. Special attention will be given to the United States and England, and to the bibliography of government publications. Familiarity with the works studied will be obtained through the solution of practical problems. Special topics will be treated also, as to the scope and utility of bibliography, bibliographical abbreviations, the limitations of trade bibliography, etc. The aim of this course is to give the student a practical knowledge of the trade books which may be useful in the work of the order department, and at the same time to furnish a basis for the advanced work of the second year. 14 hours.

GENERAL AND SPECIAL BIBLIOGRAPHY.

MR. WILLIAMS.

1. **BIBLIOGRAPHY.** This course will treat of elementary bibliography and will introduce students to: (a) bibliographies of bibliography, (b) library catalogues under their bibliographical aspect, (c) encyclopædias bibliographically considered, (d) selected lists of "best books," and (e) national bibliographies (trade catalogues), both retrospective and current. 10 hours.

PUBLIC DOCUMENTS

MR. WILLIAMS

A brief survey of the publications of the government, chiefly from the standpoint of reference work and bibliography. 5 hours.

LIBRARY PUBLICATIONS

MISS EASTMAN

1. Seminar for report and discussion of library publications, reports, catalogues, bulletins, special lists, and other subjects of kindred nature. 10 hours.

SELECTION OF BOOKS

MR. WILLIAMS

A weekly reading seminar attempting: (a) a hasty survey of the literature of certain important subjects; (b) the study of well-known types and notable examples in the book world; (c) the study of book reviews; (d) the evaluation of books with relation to the various types and grades of readers; (e) the writing of book annotations. 35 hours.

TECHNICAL COURSES

CLASSIFICATION

MISS WHITTLESEY

1. Based upon the Decimal Classification (Dewey) as a text book. 30 hours.

BOOK NUMBERS

MISS EVANS

1. For book numbers the Simplified Library School rules will be taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Full notes on variations for public library and for college usages will be given. 5 hours.

CATALOGUING

MISS WHITTLESEY

1. Instruction is confined to dictionary cataloguing during the junior year and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries,

use of reference numbers in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

Special emphasis is laid upon the perception of underlying principles rather than the following of any one code of rules. The Simplified Library School rules, Cutter's Rules for a dictionary catalogue and the A. L. A. Rules for an author and title catalogue are, however, used as reference helps and as convenient bases for the construction of a code.

SUBJECT HEADINGS

MISS WHITTLESEY.

1. Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. Course is based on the A. L. A. List of subject headings. 20 hours.

NOTE.—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry).

LOAN WORK AND DISTRIBUTING SYSTEMS

MISS EVANS

MISS EASTMAN

1. This will involve the comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. Students will have practice in connection with the various branches of the Cleveland Public Library. 15 hours.

LIBRARY RECORDS

MISS EVANS

1. ORDER WORK. This will include instruction and practice in the use of trade bibliographies, the technical routine and the records necessary for intelligent and systematic conduct of book-buying in public and college libraries.

2. ACCESSIONING. A study of the A. L. A. standard and condensed accession books and rules will be made and practice in their use will be given. Other methods of keeping accession records will also be considered. The subject of withdrawals and of the mechanical preparation of books for the shelves will be included.

3. **SERIALS.** The ordering, receipt, acknowledgment, and care of all serial publications, so far as their treatment varies from that of other books.

4. **DUPLICATE AND GIFTS.** A resumé of policies and suggestions for practice in the average public or college library.

5. **BINDERY RECORDS.** A consideration of necessary technical routine and the preparation of serials, pamphlets and books for binding and rebinding.

6. **SHELF-LISTING.** This will include practice in the use of various forms, i. e., cards shelf-sheets; also notes upon methods of inventory.

7. **OFFICE ROUTINE.** This course includes a resumé of business principles and ethics, methods, correspondence forms, filing systems, proof reading, and kindred topics. Courses 1-7, 21 hours.

BOOKBINDING AND REPAIR.

MISS WOODARD.

1. A practical course describing the materials, tools and successive processes of bookbinding, and illustrating them by actual work. 10 hours.

ADMINISTRATION

LIBRARY ORGANIZATION AND ADMINISTRATION

MR. BRETT (1-2-3)

MISS TYLER, MISS EASTMAN (4)

MISS EASTMAN (5)

1. **THE GOVERNMENT OF LIBRARIES.** The relations of the librarian to the library board and the library staff.

2. **SUPPORT, CIVIC FUNCTIONS.** Legislation, founding, funds, endowment, civic and educational inter-relation.

3. **ARCHITECTURE.** Principles of library planning as applied to smaller libraries and branch libraries.

4. **THE SMALL LIBRARY.** (a) Interior economy and administration for despatch of library routine and direction of work in all departments, having in view the most efficient and economical service to the public.

Practical exercise and observation in developing and directing reading taste, including discussion and exhibit of such means as story and reading hours, bulletins, book lists, posting excerpts of current books, popularizing catalogue use by the public, annotation, reading slips, etc.

The problems of organization and administration of a small library to be worked out and submitted in diagram from observation and practice at the various stations and branches of the Cleveland Public Library.

5. REPORTS AND STATISTICS. (a) An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library. Courses 1-5, 35 hours.

LIBRARY HISTORY

MR. BRETT (1)

MISS EASTMAN (2)

MR. ROOT (3)

1. General. Public libraries in America. History of library legislation.

2. Library schools and associations.

Courses 1-2, 8 hours.

3. HISTORY OF THE PRINTED BOOK. A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. Practical exercises and the preparation of papers on topics suggested by the lectures. 6 hours.

WORK WITH CHILDREN

MISS POWER

MISS BURNITE

Methods and aims in work with children, principles of book selection, planning and equipment of children's rooms, the story hour, home libraries, summer playground work, children's reference work, simplified cataloguing of juvenile books, special features exemplified in the Cleveland Public Library and the Cleveland Public Schools. This is not a sufficiently extensive course for those intending to specialize as children's librarians, but such a general survey of the work as should be had by every intelligent library worker. 10 hours.

MISCELLANEOUS

NOTE TAKING

1. Lecture notes of individual students will be scanned occasionally with the aim of developing the power of quick perception of essentials, their concise statement and orderly preservation.

LIBRARY HANDWRITING

2. Students are advised to acquire a good library handwriting before entering the school, as no time will be set aside for definite practice. The date at which actual record work may be entrusted to the student will be influenced by the excellence of his handwriting. Equal emphasis will be laid upon script and print forms. The school will furnish models to any accepted applicant upon receipt of postage.

Ability to use the typewriter will be expected of each student, but no time will be set aside for instruction in its use. It is recommended that the skill be acquired before entrance.

LECTURES.

3. During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through lectures and informal talks upon special phases of library work, a professional outlook and an inspiration are gained which can hardly be overestimated in their value to the prospective library worker. Lectures are also given on their specialties by heads of departments of the Cleveland Public Library.

PRACTICAL WORK

4. A certain amount of practical work will be required in the Cleveland libraries; this will be planned primarily for the benefit of the students rather than the libraries, and only such work will be required as seems necessary to a practical knowledge of each subject.

LISTENER'S COURSES

5. Provision is made for listener's courses under the following conditions: A regular employee of one or more years' standing in a recognized library, if acceptable to the School, may be entitled to class attendance upon payment of the regular lecture fee. The technical courses are not open to listeners. The amount of work submitted by the listener is optional upon his part, but during the period of attendance he shall not be exempt from taking part in class discussion, should the instructor wish to question him. No record of his attendance or class work will be made nor any credentials such as pass cards, publication of his name in the catalogue, or other recommendation will be issued by the School or instructors.

GENERAL INFORMATION

LIBRARY VISITS

After the Easter recess a trip will be taken in which a series of libraries will be visited for purpose of study and comparison. These journeys and the visits to the libraries will be under the direction of members of the faculty; they are regarded as an important part of the instruction and all students are expected to take them.

LOCATION OF THE SCHOOL

The school occupies commodious rooms in Adelbert Hall on the college campus. These include a school room with a reference library, lecture room, offices for the faculty, and other necessary rooms, and provide satisfactorily for the work of the school and the comfort of the students.

ENDOWMENT

The endowment is \$100,000, the gift of Mr. Andrew Carnegie, the income of which is used for current expenses of the school.

LIBRARIES

The school has a conveniently arranged reference library for the use of the students. This includes the important reference work, such as the American, English, German, and French trade bibliographies, encyclopædias, dictionaries, catalogues, and bibliographical and bibliothecal books and periodicals. This will be increased from year to year. A collection of books is being made, sufficiently comprehensive to exemplify the problems of classification and cataloging, which will be kept unstamped and unlabeled for the use of the students.

The students will also have the use of the following libraries for study and reference, and will be expected to do a portion of their reference work in them:

The Hatch library of Adelbert College occupying a library building on the campus within convenient reach of Adelbert Hall and having a collection of 55,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public library numbering 300,000 volumes, seven branches, twelve sub-branches and thirty-three stations.

The Case library with a fine general collection of over 63,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Ave. S. E.

The Cleveland Law library of 20,000 volumes in the Court House.

These various libraries offer the opportunity to study fair examples of most of the important types of American libraries.

The extensions of the Public library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building branch libraries, furnish an object lesson in library planning, building and organization. Five of these branches are completed and in successful operation, and plans for a sixth are in preparation.

In connection with the opening of the new branches, and also with the children's work, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

CERTIFICATE

A certificate is given on the satisfactory completion of the Junior course.

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for stationery and other material used should not exceed twenty-five dollars per year; the cost of the necessary books for the entire course will probably not exceed the same amount; twenty-five dollars should cover the expenses of the library trips. No matriculation fee is charged.

Rooms and board may be procured in the vicinity of the University for from \$5 to \$8 a week.

For further information address the Dean, W. H. Brett, Library School, Western Reserve University.

LIBRARY POSITIONS

*The position filled by the members of the classes of 1905 and 1906, are as follows:

Edna Isabel Allyn,

Librarian, Brooklyn Sub-branch, Public Library, Cleveland, Ohio.

Bessie Smith Claypoole,

Assistant, Woodland Branch Library, Cleveland, Ohio.

Elizabeth Marian Comings,

Librarian, Young Men's Reading Room and Library Association, Norwalk, Ohio.

Mrs. Julia Concannon,

Librarian, Hearst Free Library, Lead, South Dakota.

Blanche Joanna Dissette,

Assistant, Reference Department, Public Library, Cleveland.

Clara Louise Doeltz,

Assistant, Circulating Department, Public Library, Cleveland.

Elizabeth Brogden Doren,

Librarian, Western Reserve University Library School, Cleveland; Assistant, Public Library, Dayton, Ohio.

Hortense Foglesong,

Cataloguer, Adelbert College Library, Cleveland; Cataloguer, Marietta College Library, Marietta, Ohio. (Miss Foglesong has also classified and catalogued three technical collections in Cleveland; those of The Cleveland Twist Drill Company, The Cleveland Engineering Company, and The Case School of Applied Science.)

Harriet Anna Gage,

Assistant, Public Library, Cincinnati, Ohio.

Alice Gertrude Gaylord,

Assistant, Public Library, Duluth, Minn.

Mrs. Amy Sturtevant Hobart,

Assistant, Public Library, Cleveland.

Frances Charlotte Hunter,

Assistant, Hough Branch Library, Cleveland.

Richard Alexander Lavell,

Librarian, Pillsbury Memorial Branch Library, Minneapolis, Minn.

Frances Henrietta Lynch,

Cataloguer, Carnegie Library, Canton, Ohio.

Zana Kate Miller,

Organizer, The Wisconsin State Library Commission, and Instructor, Wisconsin State Library School, Madison, Wis.

Mabel Newhard,

Librarian, Carnegie Public Library, Carey, Ohio.

Magdalene Rutan Newman,

Cataloguer, Public Library, Dayton, Ohio.

Ernest James Reece,

Assistant, Reference Department, Public Library, Cleveland.

Rena Richards,

Librarian, Public Library, Clyde, Ohio.

Jennie Ellen Roberts,

Assistant Cataloguer, Iowa State University Library, Iowa City, Iowa.

Frances Elizabeth Root,

Librarian, Public Library, South Brooklyn, Ohio; Librarian, Public Library, Lorain, Ohio.

Helen Jane Stearns,

Assistant, Public Library, Cleveland.

Ellen Gilman Stocker,

Assistant Librarian, Muscatine Public Library, Muscatine, Iowa.

Eliza Ellen Townsend,

Assistant, Adelbert College Library, Cleveland; Librarian, Public Library, Manistee, Mich.

Carl Peter Paul Vitz,

First Assistant, Order Department, Public Library, Cleveland.

Mary Scott Wallis,

Assistant, Adelbert College Library, Cleveland; Librarian, Department of Legislative Reference, Court House, Baltimore, Md.

Caroline I. Wales,

Reference Librarian, Public Library, Toledo, Ohio.

Martha Wilson,

First Assistant, Catalogue Department, Public Library, Cleveland.

*This list is exclusive of special students already occupying positions in Cleveland libraries.

THE
LIBRARY SCHOOL
OF
Western Reserve University

CLEVELAND, OHIO

Catalog for 1907-1908

ANNOUNCEMENTS FOR 1908-1909

CLEVELAND, OHIO
WINN & JUDSON
1908

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CALENDAR

1907.

3-4 Sept.	Tuesday-Wednesday	Examinations for admission; matriculation and registration.
17 Sept.	Tuesday	First term begins.
28 Nov.	Thursday	Thanksgiving day.
20 Dec.	Friday (evening)	Winter recess begins.

1908.

2 Jan.	Thursday (noon)	Winter recess ends.
28 Jan.	Tuesday	Examinations begin.
1 Feb.	Saturday	First term ends.
2 Feb.	Sunday	Day of prayer for colleges.
3 Feb.	Monday	Second term begins.
22 Feb.	Saturday	Washington's birthday.
15 April	Wednesday (evening)	Easter recess begins.
22 April	Wednesday (evening)	Easter recess ends.
30 May	Saturday	Decoration day.
1 June	Monday	General examinations begin.
7 June	Sunday	Baccalaureate sermon.
11 June	Thursday	COMMENCEMENT.

SUMMER VACATION OF THIRTEEN WEEKS

22 Sept.	Tuesday	First term begins.
26 Nov.	Thursday	Thanksgiving day.
23 Dec.	Wednesday (evening)	Winter recess begins.

1909.

3 Jan.	Sunday (evening)	Winter recess ends.
28 Jan.	Thursday	Examinations begin.
6 Feb.	Saturday	First term ends.

NOTE.—For dates of entrance examinations see under Requirements for Admission.

School of

SEPTEMBER—1907							
S.	M.	T.	W.	T.	F.	S.	
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MARCH—1908							
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JUNE—1908							
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DECEMBER—1908							
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FEBRUARY—1909							
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TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND
(Absent on leave.)

JAMES D. WILLIAMSON, A. M., D. D., *Acting President ad interim*, CLEVELAND

EDWIN R. PERKINS, A. B., LL. D., CLEVELAND

WILLIAM H. UPSON, A. B., AKRON

LIBERTY E. HOLDEN, A. M., CLEVELAND

SAMUEL MATHER, A. M., LL. D., CLEVELAND

WILLIAM H. BALDWIN, A. B., WASHINGTON, D. C.

JOEL M. SEYMOUR, A. B., B. D., ALLIANCE

HIRAM C. HAYDN, D. D., LL. D., *Vice-President*, CLEVELAND

CHARLES M. RUSSELL, A. B., MASSILLON

MOSES G. WATTERSON, A. M., CLEVELAND

WASHINGTON S. TYLER, CLEVELAND

ALFRED A. POPE, A. M., CLEVELAND

HENRY R. HATCH, CLEVELAND.

WORCESTER R. WARNER, D. Sc., CLEVELAND

WILLIAM D. REES, CLEVELAND

WILLIAM G. MATHER, A. B., CLEVELAND

J. HOMER WADE, A. M., CLEVELAND

LOUIS H. SEVERANCE, NEW YORK CITY

DAVID Z. NORTON, A. M., LL. D., CLEVELAND

WILLIAM E. CUSHING, A. B., LL. B., CLEVELAND

JOHN H. McBRIDE, CLEVELAND

MYRON T. HERRICK, LL. D., CLEVELAND

HARRY A. HARING, A. B., CLEVELAND

HARRY A. HARING, A. B., *Secretary and Treasurer*

OFFICE IN ADELBERT COLLEGE BUILDING

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this school was rendered possible by the generous gift in February, 1903, of one hundred thousand dollars from Mr. Andrew Carnegie to form an endowment fund. The school opened in September, 1904, and is now in its fourth year. It occupies commodious rooms in Adelbert Hall on the college campus. These rooms provide satisfactorily for the work of the school and the comfort of the students, a special feature being a pleasant study hall well equipped with a reference library including such important reference works as American, English, German and French trade bibliographies, encyclopaedias, dictionaries, catalogues and bibliographical and bibliothecal books and periodicals. This collection will be increased from year to year. A collection of books is also being made, sufficiently comprehensive to exemplify the problems of classification and cataloguing, which will be kept unstamped and unlabeled for the class use of students.

Intended eventually as a two year course, only the first year's work has been given thus far. The course for the year is planned to cover all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

The purpose of the course is to present systematically and comparatively present day practical methods of conducting libraries and to familiarize the student with the resources in books and other material, available for use in libraries.

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road.
President. Absent on leave.

WILLIAM HOWARD BRETT, A. M., 1143 E. 3rd Street.
Dean, and Chairman of the Faculty ad interim.
Lecturer on Library Buildings and Equipment, History, and
Administration.

JULIA M. WHITTLESEY, B. L., B. L. S., 2126 E. 93d Street.
Director.
Instructor in Classification and Cataloguing.

LINDA ANNE EASTMAN, 2126 Fairmount Road.
Instructor in Library Organization, Extension and Supervision,
Reports and Statistics, Library Publications.

ADELAIDE FRANCES EVANS, 2049 E. 115th Street.
Instructor in Book numbers and Shelf-listing, Loan, Order, Acces-
sion work, etc., and Supervisor of Technical work.

EDWARD CHRISTOPHER WILLIAMS, B. L., 2232 E. 39th Street.
Instructor in Bibliography, Reference Works, Public Documents,
Criticism and Selection of Books.

CAROLINE BURNITE, 3848 Prospect Avenue.
Lecturer on Work with Children.

ELIZABETH CAROLINE GRIFFIN, 2110 E. 79th Street.
Lecturer on Bookbinding and Repair.

EFFIE LOUISE POWER, N. Dover, O.
Lecturer on Work with Children.

AZARIAH SMITH ROOT, A. M., Oberlin, Ohio.
Lecturer on Book Printing and Illustrating.

ALLEN DUDLEY SEVERANCE, A. M., B. D., 8821 Euclid Avenue.
Lecturer on Bibliography.

ALICE SARAH TYLER, Des Moines, Iowa.
Lecturer on Library Organization and Library Commission work.

BERTHA RICKENBRODE BARDEN, A. M., 10013 Lamont Avenue.
Assistant and Reviser.

DOROTHY HENRY, 2206 E. 89th Street.
Secretary and Registrar.

STUDENTS

REGULAR STUDENTS.

Alicia Margaret Burns	<i>Cleveland,</i>	3119 Clinton Ave. College for Women, Western Reserve University, 1906-07.
Delight Boise Butts	<i>Cleveland,</i>	10005 Lamont Ave.
Elizabeth Louise Elterich	<i>Allegheny, Pa.,</i>	11511 Mayfield Rd.
Florence Louise Gilbert	<i>Painesville,</i>	5716 Quinby Ave. Ohio Wesleyan University, 1906-07.
Thirza Eunice Grant	<i>Oberlin,</i>	10715 Olivet Ave. A. B., Oberlin College, 1907.
Edith Maude Jones	<i>Cleveland,</i>	7348 Broadway Ave.
Mabel Delle Jones	<i>Gallipolis,</i>	Haydn Hall Oberlin College, 1904-06; Miami University, 1906-07.
Effie Marian Marshall	<i>Cleveland,</i>	1348 W. 93rd St.
Edythe Aveline Prouty	<i>Cleveland,</i>	3890 W. 23rd St.
Edith Mabel Roberts	<i>Willoughby,</i>	97 Brightwood Ave. A. B., Oberlin College, 1895.
Marian Spencer Skeele	<i>Painesville,</i>	1816 E. 105th St. B. A., Mount Holyoke College, 1907.
Luella Evelyn Stollberg	<i>Toledo,</i>	1816 E. 105th St.
Wilda Claire Strong	<i>Plymouth,</i>	10602 Fairmount Ct.
Nouvart Hagop Tashjian	<i>Smyrna, Turkey,</i>	Haydn Hall B. A., International College (Smyrna), 1906.

REGULAR STUDENTS—14.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course. The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1908.

Juliet Alice Handerson	1924 66th St. B. L., College for Women, Western Reserve University, 1903.
Ruth Adaline Hapgood	2704 Clark Ave.
Edith Mabel Hill	1523 E. 84th St. Ph. B., College for Women, Western Reserve University, 1904.
Mrs. Adaline Crosby Merrill	16 Noble Rd. College for Women, Western Reserve University, 1906-07.
Minnie McDaniel Sweet	1906 E. 84th St.

By the above mentioned arrangement the following students are taking one or more courses in the school this year.

Isabella Caroline Buchwald	1394 E. 88th St.
Hattie Mona Callow	2023 E. 81st St.
Ruby Henrietta Churchill	1818 E. 87th St.
Florence Ruby Clark	South Euclid, Ohio. Ph. B., Baldwin University (Berea, O.), 1903.
Martha Cook	2830 Franklin Ave. A. B., College for Women, Western Reserve University, 1906.
Sarah Cotter	2808 Archwood Ave.
Florence Lauretta Crosier	1456 W. 50th St.
Estelle Davies	7717 Lockyear Ave.
Mildred DeLaney	Hotel Arden, E. 18th St. A. B., College for Women, Western Reserve University, 1906.
Clara Louise Doeltz	13020 Euclid Ave.
Marie Belle Fogg	1464 E. 116th St.
Jessie May Fulton	8312 Hough Ave.
Anna Gill	8625 Cedar Ave. B. L., College for Women, Western Reserve University, 1899.

Lura Haupt	59 Chapman Ave.
B. A., College for Women, Western Reserve University, 1899.	
Jennie Eva Isbister	4101 Franklin Ave.
Helen Van R. Johnstone	8115 Wade Park Ave.
Jeanette Clare Lowrey	2280 E. 93rd St.
Mildred McAfee	7418 Clement Ave.
Ella May	5707 Curtiss Ave.
Anne Mulheron	Y. W. C. A., Prospect Ave.
A. B., University of Michigan, 1906.	
Agnes Newton	1944 E. 90th St.
Stella Charlotte Norton	10816 Grantwood Ave.
Ph. B., Oberlin College, 1900.	
Grace Oviatt	1924 E. 82nd St.
B. L., College for Women, Western Reserve University, 1900.	
Clara Penfield	13020 Euclid Ave.
Cornell University, 1900-01.	
Jessie Potter	1829 E. 38th St.
B. A., University of Toronto, 1904.	
Pauline Reich	3504 Woodbridge Ave.
Mary Elizabeth Rodhouse	2542 E. 50th St.
A. B., Oberlin College, 1905.	
Bessie Hunt Shepard	2363 W. 14th St.
Rhoda Shepard	5455 Broadway Ave.
Lillian Sutherland	1619 E. 86th St.
Margaret Truby	6110 Hawthorne Ave.

From the Graduate Department, Western Reserve University.
 Harold C. Lyttle, A. B., 1907 1512 E. 107th St.
 SPECIAL STUDENTS—37.

SUMMARY

Regular Students	14
Special Students	37
Total	51

REQUIREMENTS FOR ADMISSION

While the school recognizes the fact that, generally speaking, a college education is the best preparation for a library school course, it realizes that the equivalent of this preparation and culture may be obtained in other ways. Therefore, fitness for admission to the school is determined by examinations which are required of all candidates, whether college graduates or not. In addition to passing the entrance examinations, candidates are required to submit satisfactory reports on the necessary qualifications of maturity of mind and earnestness of purpose.

It is advised that persons over 35 years of age, who have not had previous library experience, should not attempt the work.

The examinations include literature; history, both general and current; general information concerning sociology, science and the arts; and a reading knowledge of two languages other than English, one of which must be a modern.

Students who wish to select their college courses with reference to taking a library school course later are advised to consider the following subjects:

Language, German and French, at least two years' work.

History, Literature and English: As much advanced work as possible.

Psychology, Sociology and Economics, Education and Art, General and historical courses.

Science, General and elementary courses in Physics, Chemistry, Geology or Physiography, Biology, Nature Study.

The examinations will be held in Cleveland in May or June. The exact dates will be announced later to applicants. A fee of fifty cents will be charged. For the convenience of applicants living at a distance, arrangements may be made to hold the examinations on the same day at other

places. The request for such an arrangement should be made at the time of filing the application. Any additional expense for such examinations will be borne by the applicant. In the event that the class is not filled from the number of those taking this examination, another examination will be held in September. The exact dates will be announced later to applicants.

Persons considering entering the school are supplied on request with the required form of application blank. It is advised that these be filed at the school at an early date as priority of application gives preference over another candidate of otherwise equal claims when there is not room for all, and as only applicants are notified of changes or other items of information concerning the school. An application is in no way binding and can be withdrawn at any time.

Applicants are admitted only at the beginning of the first semester.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

REFERENCE WORK

MR. WILLIAMS

A study of the standard works of reference, as the general and special encyclopædias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. Lists of questions to be solved by the use of the works studied are given, and the methods of finding the answers discussed in class. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 37 hours.

PUBLIC DOCUMENTS

MR. WILLIAMS

A brief survey of the publications of the government, chiefly from the standpoint of reference work and bibliography. 6 hours.

BIBLIOGRAPHY

MR. WILLIAMS

MR. SEVERANCE

1. A study of the trade and national bibliography of the United States, England, France and Germany, with a hasty survey of the other European countries. Special attention is given to the United States and England, and to the bibliography of government publications. Familiarity with the works studied is obtained through the solution of practical problems. The aim of this course is to give the student a practical knowledge of the trade books which may be useful in the work of the order department, and at the same time to furnish a basis for the advanced work of the second year. 2. A brief resumé of general and subject bibliography. 15 hours.

SELECTION OF BOOKS

MR. WILLIAMS

A weekly reading seminar attempting: (a) a hasty survey of the literature of certain important subjects; (b) the study of well-known types and notable examples in the book world; (c) the study of book reviews; (d) the evaluation of books with relation to the various types and grades of readers; (e) the writing of book annotations. 32 hours.

TECHNICAL COURSES

Note:—An average of two hours laboratory work is required in connection with each class period in the technical courses.

ORDER WORK

MISS EVANS

This includes instruction and practice in the technical routine and the records necessary for intelligent and systematic conduct of book-buying. 5 hours.

ACCESSIONING

MISS EVANS

A study of the A. L. A. standard and condensed accession books and rules is made and practice in their use is given. Other methods of keeping accession records are also considered. The subject of withdrawals and of the mechanical preparation of books for the shelves is included. 6 hours.

CATALOGUING

MISS WHITTLESEY

Instruction is chiefly confined to dictionary cataloguing and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries, use of reference books in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

The A. L. A. Rules for an Author and Title Catalogue are followed, somewhat modified, and supplemented by typewritten rules for points not covered in the A. L. A. code and by sample cards illustrating all forms of entry. Other codes are consulted as references. 50 hours.

SUBJECT HEADINGS

MISS WHITTLESEY

Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. The work is largely based on the A. L. A. List of Subject Headings. 19 hours.

CLASSIFICATION

MISS WHITTLESEY

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of subject classification are laid down, a thorough study of Dewey's Decimal Classification (the system most commonly used today) is made as it would be applied in both a large and small library and other systems are described. 30 hours.

NOTE.—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry).

BOOK NUMBERS

MISS EVANS

For book numbers the Simplified Library School Rules are taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Variation of usage for public and college libraries is taken up. 6 hours.

SHELF-LISTING

MISS EVANS

This includes practice in the use of various forms, i. e., cards, shelf-sheets; also notes upon methods of inventory. 4 hours.

BOOKBINDING AND REPAIR

MISS GRIFFIN

A practical demonstration of bookbinding adapted to library use. Processes are explained by actual work. Different styles of binding and the use and comparative wearing qualities of materials are discussed. Practice work in choosing the appropriate binding for books according to their use, cost, quality and condition of paper, etc. is given; also a consideration of editions, regular and special, books bound from the sheets and juvenile books. 9 hours.

LOAN WORK AND DISTRIBUTING SYSTEMS

MISS EVANS

MISS EASTMAN

This involves the comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 15 hours.

ADMINISTRATION

LIBRARY ORGANIZATION AND ADMINISTRATION

MR. BRETT

MISS EASTMAN

MISS TYLER

1. THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

2. SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

3. BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

4. THE SMALL LIBRARY. Administration and routine work, with a view to efficiency and economy.

Practical exercise and observation in developing and directing reading taste, including discussion and exhibit of such means as lectures and reading hours, bulletins, book lists, posting excerpts of current books, popularizing catalogue use by the public, annotation, reading slips, etc.

5. THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system.

The problems of organization and administration to be worked out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

6. REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

7. LIBRARY PUBLICATIONS. Seminar for report and discussion of library publications, reports, catalogues, bulletins, special lists, and other subjects of kindred nature. Courses 1-7, 29 hours.

LIBRARY HISTORY

MR. BRETT (1)

MISS EASTMAN (2)

MR. ROOT (3)

1. General. Growth and present condition of American libraries.
2. Library schools, associations, and commissions. Courses 1-2, 7 hours.

3. HISTORY OF THE PRINTED BOOK. A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

WORK WITH CHILDREN

MISS POWER

MISS BURNITE

Methods and aims in work with children, principles of book selection, special features exemplified in the Cleveland Public Library and the Cleveland Public Schools. This is not a sufficiently extensive course for those intending to specialize as children's librarians, but such a general survey of the work as should be had by every intelligent library worker.

MISCELLANEOUS

MISS EVANS

1. NOTE TAKING AND LIBRARY HANDWRITING. The question of note taking is discussed in an introductory lecture, and suggestions as to methods of taking and preserving notes in convenient and usable form are given.

The principles of library handwriting and rules and suggestions for acquiring it are also considered. Equal emphasis is laid upon script and print forms. Students are advised to acquire a good library handwriting before entering the school; practice in the forms is required until proficiency is attained. The school will furnish models to any accepted applicant upon receipt of postage.

It is also desirable for one planning on a library school course to become acquainted with the use of the typewriter. An extra typewriter is kept at the school for student practice.

2. SERIALS. The ordering, receipt, acknowledgment, and care of all serial publications, so far as their treatment varies from that of other books. 2 hours.

3. GIFTS. A resumé of policies and suggestions for practice in the average library. 1 hour.

4. BINDERY RECORDS. A consideration of necessary technical routine and the preparation of serials, pamphlets and books for binding and rebinding. 1 hour.

5. OFFICE ROUTINE. This course includes a resumé of business principles and ethics, methods, correspondence forms, filing systems, proof reading, and kindred topics. 3 hours.

PRACTICAL WORK

In addition to class problems and practice work, a certain amount of practical work by means of individual assignments in the Cleveland libraries is required of all students. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is distributed throughout the year in such a way as to closely relate it with the corresponding subjects as developed in class work and is carefully supervised and discussed with the student.

The work is divided into two parts:

- 1) Loan work; in the Cleveland Public Library and its branches, one half day or evening per week.
- 2) Technical work; consists of putting an assigned number of books through all the technical processes necessary for their use in a library. 90 hours.

GENERAL INFORMATION

LIBRARY VISITS

An important part of the work in the school is the visiting of libraries for the purpose of study and comparison. These visits are under the direction of the members of the faculty and all students are required to take them.

During the first semester these visits take up a study of the libraries of Cleveland, while late in the year they take the form of a trip to libraries of other cities.

SPECIAL LECTURERS

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through lectures and informal talks upon special phases of library work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

Lectures are also given on their specialties by heads of departments of the Cleveland Public Library.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

LISTENER'S COURSES

Provision is made for listener's courses under the following conditions: A regular employee of one or more years' standing in a recognized library, if acceptable to the school, may be entitled to class attendance upon payment of the regular lecture fee. The technical courses are not open to

listeners. The amount of work submitted by the listener is optional upon his part, but during the period of attendance he shall not be exempt from taking part in class discussion, should the instructor wish to question him. No record of his attendance or class work will be made nor any credentials such as pass cards, publication of his name in the catalogue, or other recommendation will be issued by the school or instructors.

LIBRARIES

The students have the use of the following libraries for study and reference, and are expected to do a portion of their reference work in them:

The Hatch library of Adelbert College, occupying a library building on the campus within convenient reach of Adelbert Hall and having a collection of 56,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public library numbering 330,000 volumes, seven branches, twelve sub-branches and thirty-three stations. The extensions of the Public library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case library with a fine general collection of over 65,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Ave. S. E.

The Cleveland Law library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

POSITIONS AND SALARIES

The school does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions.

Salaries for beginners range from \$45 to \$60 per month, though larger salaries are paid in exceptional cases.

LIBRARY EXPERIENCE

Library experience previous to entrance to the school, while in many cases a distinct advantage to the student, cannot be accepted in place of entrance examinations or of class work.

METHODS OF INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lecture and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

The School offers neither a summer course nor a correspondence course.

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. No matriculation fee is charged.

Rooms and board may be procured in the vicinity of the University for from \$5 to \$8 a week.

For further information address the Director, Julia M. Whittlesey, Library School, Western Reserve University.

COMPLETE LIST OF STUDENTS HOLDING CERTIFICATES, 1905-7.

- Edna Isabel Allyn,
Librarian, Association Library of Honolulu, Hawaii.
- Bertha Rickenbrode Barden,
Assistant and Reviser, Western Reserve Library School.
- Nina C. Brotherton,
Librarian, Children's Department, Hough Branch, Public Library, Cleveland.
- Agnes Burns,
Assistant, Children's Department, Broadway Branch, Public Library, Cleveland.
- Elizabeth Marian Comings,
Librarian, Young Men's Reading Room and Library Association, Norwalk, Ohio.
- Blanche Joanna Dissette,
Assistant, Reference Department, Public Library, Cleveland.
- Edith Leona Eastman,
Assistant Librarian, Adelbert College Library, Cleveland.
- Mary Lillian Ely,
Assistant, Catalogue and Children's Departments, Public Library, Dayton, Ohio.
- Hortense Foglesong,
Cataloguer, Marietta College Library, Marietta, Ohio.
- Harriet Anna Gage,
Librarian, Dayton St. Branch, Public Library, Cincinnati, Ohio.
- Alice Gertrude Gaylord,
Assistant, Public Library, Duluth, Minn.
- Theodosia Estelle Hamilton,
Librarian, Simpson College Library, Indianola, Iowa.
- Mrs. Amy Sturtevant Hobart,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Frances Charlotte Hunter,
Librarian, High School Library, Dayton, Ohio.
- Ethel Marjorie Knapp,
Librarian, Lincoln High School Library, Cleveland.
- Richard Alexander Lavell,
Superintendent of Branches and Stations, Public Library, Minneapolis, Minn.
- Nellie May Luehrs,
Assistant, St. Clair Branch, Public Library, Cleveland.

- Frances Henrietta Lynch,
Cataloguer, Carnegie Library, Canton, Ohio.
- Zana Kate Miller,
Secretary, North Dakota Library Commission, Bismarck, N. Dak.
- Mabel Newhard,
Librarian, Carnegie Public Library, Carey, Ohio.
- Magdalene Rutan Newman,
Cataloguer, Public Library, Dayton, Ohio.
- Mildred Florence Parsons,
Assistant, Public Library, Cleveland.
- Ernest James Reece,
Student, Oberlin Theological Seminary, Oberlin, Ohio.
- Marguerite Burnet Resor,
Cataloguer, University of Cincinnati Library, Cincinnati, Ohio.
- Rena Richards,
Librarian, Public Library, Clyde, Ohio.
- Jennie Ellen Roberts,
Assistant Cataloguer, Iowa State University Library, Iowa City, Iowa.
- Emeretta G. Root,
Librarian, Bureau of Trade Relations of the State Department, Washington, D. C.
- Frances Elizabeth Root,
Librarian, Public Library, Lorain, Ohio.
- Louise Catherine Sadlier,
Assistant, Adelbert College Library, Cleveland.
- Helen Jane Stearns,
Assistant, Wisconsin Library Commission, Legislative department.
- Eliza Ellen Townsend,
Librarian, Public Library, Manistee, Mich.
- Carl Peter Paul Vitz,
Assistant Librarian, Public Library, Washington, D. C.
- Mary Scott Wallis,
Librarian, Department of Legislative Reference, Court House, Baltimore, Md.
- Martha Wilson,
Assistant, Minnesota Library Commission, Traveling Libraries Department, Minneapolis, Minn.

THE
LIBRARY SCHOOL
OF
Western Reserve University

CLEVELAND, OHIO

Catalogue for 1908-1909

ANNOUNCEMENTS FOR 1909-1910

CLEVELAND, OHIO
THE JUDSON PRINTING CO.
1909

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CALENDAR

1908.

10-11 Sept.	Thursday-Friday	Examinations for admission.
22 Sept.	Tuesday	First term begins.
26 Nov.	Thursday	Thanksgiving day.
18 Dec.	Friday (evening)	Winter recess begins.

1909.

4 Jan.	Monday (noon)	Winter recess ends.
2 Feb.	Tuesday	Examinations begin.
6 Feb.	Saturday	First term ends.
7 Feb.	Sunday	Day of prayer for colleges.
8 Feb.	Monday	Second term begins.
22 Feb.	Monday	Washington's birthday.
7 April	Wednesday (evening)	Easter recess begins.
14 April	Wednesday (evening)	Easter recess ends.
30 May	Sunday	Decoration day.
7 June	Monday	Examinations begin.
13 June	Sunday	Baccalaureate sermon.
14 June	Monday	Luncheon for graduates.
17 June	Thursday	COMMENCEMENT.

SUMMER VACATION OF THIRTEEN WEEKS.

21 Sept.	Tuesday	First term begins.
25 Nov.	Thursday	Thanksgiving day.
22 Dec.	Wednesday (evening)	Winter recess begins.

1910.

2 Jan.	Sunday (evening)	Winter recess ends.
27 Jan.	Thursday	Examinations begin.
5 Feb.	Saturday	First term ends.

NOTE.—For dates of entrance examinations see under Requirements for Admission.

TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND
HIRAM C. HAYDN, D. D., LL. D., *Vice-President*, CLEVELAND
WILLIAM H. UPSON, A. B., AKRON
LIBERTY E. HOLDEN, A. M., CLEVELAND
EDWIN R. PERKINS, A. B., LL. D., CLEVELAND
SAMUEL MATHER, A. M., LL. D., CLEVELAND
J. HOMER WADE, A. M., CLEVELAND
WASHINGTON S. TYLER, CLEVELAND
JOHN H. McBRIDE, CLEVELAND
CHARLES L. PACK, LAKEWOOD, N. J.
ALFRED A. POPE, CLEVELAND
LOUIS H. SEVERANCE, NEW YORK CITY
HENRY R. HATCH, CLEVELAND
WORCESTER R. WARNER, D. Sc., CLEVELAND
WILLIAM D. REES, CLEVELAND
ANDREW SQUIRE, LL. D., CLEVELAND
CHARLES W. BINGHAM, A. B., CLEVELAND
CHARLES F. BRUSH, Ph. D., LL. D., CLEVELAND
HORACE E. ANDREWS, A. B., CLEVELAND
GEORGE A. GARRETSON, U. S. M. A., CLEVELAND
JAMES D. WILLIAMSON, A. M., D. D., CLEVELAND
HOMER H. JOHNSON, A. M., LL. B., CLEVELAND
AMBROSE SWASEY, CLEVELAND
LYMAN H. TREADWAY, CLEVELAND

HARRY A. HARING, A. B., *Secretary and Treasurer*
OFFICE IN ADELBERT COLLEGE BUILDING

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University was rendered possible by the generous gift in February, 1903, of one hundred thousand dollars from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms,—the second floor to the study and work rooms of the students.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. Several typewriters are installed in one room, exclusively for student use, and a complete equipment for book binding is owned.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

The purpose of the course is (a) to present systematically and comparatively present day practical methods of conducting libraries and (b) to familiarize the student with the resources in books and other material, available for use in libraries.

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road.
President.

WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street.
Dean,
Lecturer on Library Buildings and Equipment, History, and
Administration.

JULIA MARGARET WHITTLESEY, B. L., B. L. S., 2126 E. 93d Street.
Director.
Instructor in Classification and Cataloguing.

LINDA ANNE EASTMAN, 2126 Fairmount Road.
Instructor in Library Organization, Extension and Supervision,
Reports and Statistics, Library Publications.

ADELAIDE FRANCES EVANS, 2049 E. 115th Street.
Instructor in Book Numbers and Shelf-listing, Loan, Order, Acces-
sion Work, etc., and Supervisor of Technical Work.

EDWARD CHRISTOPHER WILLIAMS, B. L., 2232 E. 39th Street.
Instructor in Bibliography, Reference Works, Public Documents,
Criticism and Selection of Books.

BERTHA BARDEN, A. M., 10013 Lamont Avenue.
Assistant Instructor in Cataloguing and Reviser.

CAROLINE BURNITE, 2029 E. 115th Street.
Lecturer on Work with Children.

ELIZABETH CAROLINE GRIFFIN, 2110 E. 79th Street.
Lecturer on Bookbinding and Repair.

EFFIE LOUISE POWER, N. Dover, Ohio
Lecturer on Work with Children.

AZARIAH SMITH ROOT, A. M., Oberlin, Ohio
Lecturer on Book Printing and Illustrating.

ALLEN DUDLEY SEVERANCE, A. M., B. D., 8821 Euclid Avenue.
Lecturer on Bibliography.

ALICE SARAH TYLER, Des Moines, Iowa
Lecturer on Library Organization and Library Commission Work.

DOROTHY HENRY, 2206 E. 89th Street.
Secretary and Registrar.

STUDENTS

REGULAR STUDENTS

Hazel Louise Brown Oberlin College, 1906-08.	<i>Parma, Mich.,</i>	1910 E. 105th St.
Cordelia Elizabeth Claflin B. L., College for Women, Western Reserve University, 1902.	<i>Cleveland,</i>	1930 E. 66th St.
Edith Louise Cook A. B., Alma College, 1908.	<i>Alma, Mich.,</i>	2080 Cornell Rd.
Jennie Maas Flexner	<i>Louisville, Ky.,</i>	Guilford House
Mabel Louise Hines	<i>Painesville,</i>	1910 E. 105th St.
Alice Josephine Kozlik	<i>Cleveland,</i>	5400 Clark Ave.
Edith Clare Lawrence A. B., Vassar College, 1902.	<i>Cleveland,</i>	1333 W. 111th St.
Nora Carroll Levinger	<i>Canton,</i>	18811 Sloane Ave.
Cecelia Lewis	<i>Buffalo, N. Y.,</i>	Guilford House
Evelyn Maude Lotz	<i>Kinsman,</i>	Alta House
Elsie McPherson	<i>Chicago, Ill.,</i>	2042 E. 115th St.
Mrs. Florence Holmes Ridgway Berea College, 1906-07.	<i>Highland,</i>	2165 Adelbert Rd.
Martha Clark Sanborn Iowa College, 1905-08.	<i>Red Oak, Ia.,</i>	2165 Adelbert Rd.
Jessie Helen Starr Oberlin College, 1906-08.	<i>Mt. Vernon,</i>	1910 E. 105th St.
Elizabeth Kissick Steele University of Cincinnati, 1907-08.	<i>Chicago, Ill.,</i>	Guilford House
*Ellen Gilman Stocker	<i>Muscatine, Ia.</i>	Library School
Myrtle M. Sweetman	<i>Dayton,</i>	Haydn Hall
Annie Laurie Wilson Graduate Penna. State Normal School, 1895.	<i>Edinboro, Pa.,</i>	2049 E. 115th St.

*For second semester only. First semester was taken in 1905-06.

REGULAR STUDENTS—18.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course.

The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1909.

Helen Van R. Johnstone	9310 Hough Ave.
Stella Charlotte Norton	10816 Grantwood Ave.
Ph. B., Oberlin College, 1900.	

The following students are taking one or more courses in the school this year :

Helen May Beale	1110 Prospect St.
College for Women, Western Reserve University, 1906-07.	
Marie Eugenia Cahill	1824 E. 79th St.
Hattie Mona Callow	2023 E. 81st St.
Rosemary Collins	3216 W. 94th St.
Dorethea Pomeroy Dale	7820 Decker Ave.
A. B., University of Oregon, Eugene, Oregon, 1899; A. M., University of Minnesota, Minneapolis, Minn, 1902.	
Estelle Davies	7717 Lockyear Ave.
Evangeline Drew	1708 View Road
Grace M. Fuhrmeyer	6718 Union Ave.
Anna Gill	8625 Cedar Ave.
B. L., College for Women, Western Reserve University, 1899.	
Clara Horn	1504 E. 107th St.
B. A., College for Women, Western Reserve University, 1906.	
Else M. Horr	2106 E. 93rd St.
Lake Erie College, 1905-07.	
Carrie Shaw Justus	Mentor, O.
Leonore Mary Lingan	2278 E. 100th St.
Mildred C. McAfee	7418 Clement Ave.
Jennie MacDougall	10533 Wilbur Ave.
Anne M. Mulheron	Y. W. C. A., Prospect Ave.
A. B., University of Michigan, 1906.	
Lillian Madora Patterson	8616 Blaine Ave.
Clara M. Penfield	13020 Euclid Ave.
Cornell University, 1900-01.	
Jessie Potter	1829 E. 38th St.
B. A., University of Toronto, 1904.	

Mary Poague Pringle	10522 Churchill Ave.
Wellesey College, 1897-99.	
Paulina Reich	3312 Marvin Ave.
Mary E. Rodhouse	2801 Orange St.
A. B., Oberlin College, 1905.	
Mary Carlotta Rue	Y. W. C. A., Prospect Ave.
Ohio Wesleyan University, 1898-99.	
Julia Marie Schmehl	3236 W. 25th St.
J. Adelaide Smith	8707 Carnegie Ave.
Mabel Clare Smith	3799 W. 36th St.
College for Women, Western Reserve University, 1898-99.	
Jeanette Magdalene Steenberg	2239 E. 49th St.
Ph. B., University of Copenhagen, Copenhagen, Denmark, 1906; Training School for Children's Librarians, Pittsburg, Pa., 1907-08.	
Margaret Phipps Truby	Painesville, O.
Amelia Wefel	5826 Cable Ave.
Mary E. West	6 Sunset St.
	SPECIAL STUDENTS—32.

The School also offers a separate course of lectures to the apprentices in the Cleveland Public Library. For description of this course see p. 378.

The following are registered for the course:

Irma Blumenthal	Collinwood, O.
Albert Chaloupka	4319 Clark Ave.
Ida B. Coon	3543 Woodbridge Ave.
Cora E. Eckert	2551 E. 59th St.
Carrie E. Frederick	1553 Wyandotte Ave.
Lela M. Keyes	15010 Detroit St.
Leonore Lingan	2278 E. 100th St.
Ruth Maltby	1279 Ethel St.
Lola Sullivan	1483 Rosewood Ave.
Pearl L. Ware	9510 Denison Ave.
	APPRENTICES—10.

SUMMARY

Regular students	18
Special students	32
Apprentices	10
Total	60

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information and in two languages, one of which must be a modern. (See at end of catalogue a sample set of examination questions which show their character and scope.) The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact that, generally speaking, a college course is the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them the best fitted for the work.

Persons under twenty years of age are not ordinarily admitted to the regular class and those over thirty-five years who have not had previous library experience are advised not to take up the work.

The examinations will be held at the School on June 18, 19. ~~The exact dates will be announced later to applicants.~~ In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at the time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School.

Persons considering entering the School are supplied on request with the required form of application blank. This

should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if a candidate after taking the examination is obliged to withdraw, the School should be notified as soon as possible. Applicants are admitted only at the beginning of the first semester.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to especially consider the following subjects: history, literature, modern languages (preferably French and German) as much work as possible; general or historical courses in art, economics, education, psychology and the sciences.

Some library experience previous to entrance to the School is excellent preparation for the course and in many ways a distinct advantage to the student. It cannot, however, be accepted in place of entrance examinations or class work.

The ability to write a good library hand and to use the typewriter is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Accepted candidates are therefore advised to practice along these lines before entering. Samples of library hand-writing will be furnished to such candidates by the School.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

REFERENCE WORK

MR. WILLIAMS

A study of the standard works of reference, as the general and special encyclopædias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. Lists of questions to be solved by the use of the works studied are given, and the methods of finding the answers discussed in class. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 35 hours.

PUBLIC DOCUMENTS

MR. WILLIAMS

A brief survey of the publications of the government, chiefly from the standpoint of reference work and bibliography. 6 hours.

BIBLIOGRAPHY

MR. WILLIAMS

MR. SEVERANCE

1. A study of the trade and national bibliography of the United States, England, France and Germany, with a hasty survey of the other European countries. Special attention is given to the United States and England, and to the bibliography of government publications. Familiarity with the works studied is obtained through the solution of practical problems. The aim of this course is to give the student a practical knowledge of the trade books which may be useful in the work of the order and catalogue departments.
2. A brief resumé of general and subject bibliography. 15 hours.

SELECTION OF BOOKS

MR. WILLIAMS

A weekly reading seminar attempting: (a) a hasty survey of the literature of certain important subjects; (b) the study of well-known types and notable examples in the book world; (c) the study of book reviews; (d) the evaluation of books with relation to the various types and grades of readers; (e) the writing of book annotations. 30 hours.

TECHNICAL COURSES

Note:—An average of two hours laboratory work is required in connection with each class period in the technical courses.

ACCESSION DEPARTMENT

MISS EVANS

The records and technical routine for the intelligent and systematic conduct of the ordering of books are considered and discussed.

A study of the A. L. A. standard and condensed accession books and rules is made and other methods of keeping accession records are considered. The subject of serials, gifts, withdrawals and of the mechanical preparation of books for the shelves are included. 13 hours.

CATALOGUING

MISS WHITTLESEY

Instruction is chiefly confined to dictionary cataloguing and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries, use of reference books in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

The A. L. A. Rules for an Author and Title Catalogue are followed, somewhat modified, and supplemented by typewritten rules for points not covered in the A. L. A. code and by sample cards illustrating all forms of entry. Other codes are consulted as references. 48 hours.

SUBJECT HEADINGS

MISS WHITTLESEY

Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. The work is largely based on the A. L. A. List of Subject Headings. 18 hours.

CLASSIFICATION

MISS WHITTLESEY

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of subject classification are laid down, a thorough study of Dewey's Decimal Classification (the system most commonly used today) is made as it would be applied in both a large and small library and other systems are described. 30 hours.

NOTE.—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry.)

BOOK NUMBERS

MISS EVANS

The question of the numbering of books for purposes of arrangement and differentiation. The Simplified Library School rules are taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Variation of usage for public and college libraries is considered. 6 hours.

SHELF-LISTING

MISS EVANS

Instruction in making a list of the books in the order of their shelf arrangement. It includes practice in the use of both cards and sheets. The subject of the taking of inventory is also discussed. 4 hours.

WRITING

MISS EVANS

NOTE TAKING AND LIBRARY HANDWRITING. The question of note taking is discussed in an introductory lecture, and suggestions as to methods of taking and preserving notes in convenient and usable form are given. The principles of library handwriting and rules and suggestions for acquiring it are also considered. Equal emphasis is laid upon script and print forms. Practice in the forms is required until proficiency is attained.

TYPEWRITING. The course consists of an introductory lecture and a required number of hours of individual practice under supervision. The practice includes both sheet and card work.

BOOKBINDING AND REPAIR

MISS GRIFFIN

A practical demonstration of bookbinding adapted to library use. Processes are explained by actual work. Different styles of binding and the use and comparative wearing qualities of materials are discussed. Practice work in choosing the appropriate binding for books according to their use, cost, quality and condition of paper, etc., is given; also a consideration of editions, regular and special, books bound from the sheets and juvenile books. 10 hours.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION AND ADMINISTRATION

MR. BRETT

MISS EASTMAN

MISS TYLER

MISS EVANS

1. THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

2. SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

3. BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

4. THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

5. THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system.

Practical exercise and observation in developing and directing reading taste, including discussion and exhibit of such means as lectures and reading hours, book lists, posting excerpts of current books, popularizing catalogue use by the public, annotation, reading slips, etc.

The problems of organization and administration to be worked

out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

6. **REPORTS AND STATISTICS.** An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

7. **LIBRARY PUBLICATIONS.** Seminar for report and discussion of library publications, reports, catalogues, bulletins, special lists, and other subjects of kindred nature.

8. **OFFICE ROUTINE AND WORK.** This course includes a resumé of business principles and ethics, methods, correspondence forms, filing systems, proof reading, and kindred topics. Courses 1-8, 32 hours.

LIBRARY HISTORY

MR. BRETT (1)

MISS EASTMAN (2)

MR. ROOT (3)

1. General. Growth and present condition of American libraries.
2. Library schools, associations, and commissions. Courses 1-2, 7 hours.

3. **HISTORY OF THE PRINTED BOOK.** A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

WORK WITH CHILDREN

MISS POWER

MISS BURNITE

A presentation of work with children for the general assistant and for the librarian of a small library. The course includes principles of book selection, organization of a children's room and its equipment, work with schools, methods of directing children's reading, library instruction in Normal Schools. A small amount of each student's practice time is given to a children's room. 15 hours.

LOAN WORK AND DISTRIBUTING SYSTEMS

MISS EVANS

MISS EASTMAN

Comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 15 hours.

PRACTICAL WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practical work in the Cleveland libraries is required of all students in addition to class problems and practice work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries; one half day or evening per week.
- (b) Technical work, i. e. the putting books, bought by the libraries, through all the technical processes necessary for their use in circulation. 90 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work, are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientele, conditions surrounding, and methods of work in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

For the first part of the year the visits are confined to Cleveland. In the spring, a trip of several days is made to other places,—Pittsburgh and its vicinity having been selected the past two years.

APPRENTICE COURSE

The aim of this course is to give such instruction to apprentices in the Cleveland Public Library concerning the methods in that library as will enable them to intelligently enter into its work.

The lectures in technical work are given by Miss Evans and Miss Whittlesey and cover in a condensed and elementary way the Cleveland Public Library system of recording book loans, the use of an accession book, the classification of books on the shelves, the making of catalogue entries, shelf-list cards, book cards, etc.

Other lectures taking up more general features of the work and the relations of the assistant to it are given by members of the faculty who are also on the staff of the Public Library.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for from \$5 to \$8 a week.

POSITIONS

The School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions.

METHODS OF INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lecture and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

The School offers neither a summer course nor a correspondence course.

SPECIAL LECTURERS

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through lectures and informal talks upon special phases of library work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

Lectures are also given on their specialties by heads of departments of the Cleveland Public Library.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

LIBRARIES

The students have the use of the following libraries for study and reference:

The Hatch library of Adelbert College, occupying a library building on the campus within convenient reach of Adelbert Hall and having a collection of 61,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public library numbering 355,000 volumes, seven branches, twelve sub-branches and thirty-three stations. The extensions of the Public library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case library with a fine general collection of over 70,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege

granted to the University by the library trustees.

The Western Reserve Historical library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Ave. S. E.

The Cleveland Law library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

For further information address the Director, Julia M. Whittlesey, Library School, Western Reserve University.

COMPLETE LIST OF STUDENTS HOLDING CERTIFICATES, 1905-08.

- Edna Isabel Allyn, '05.
Librarian, Association Library of Honolulu, Hawaii.
- Bertha R. Barden, '07,
Assistant Instructor in Cataloguing, and Reviser, Western Reserve
Library School.
- Nina C. Brotherton, '07,
Librarian, Children's Department, Hough Branch, Public Library,
Cleveland.
- Alicia Burns, '08,
Librarian, Lincoln High School Library, Cleveland.
- Agnes Burns, '07,
Assistant, Children's Department, Broadway Branch, Public Library,
Cleveland.
- Elizabeth Marian Comings, '06,
Librarian, McClymonds Public Library, Massillon, Ohio.
- Blanche Joanna Dissette, '06,
Assistant, Reference Department, Public Library, Cleveland, until July,
1908, now Mrs. H. N. Matzen, The Abigail, E. 116th St., Cleve-
land.
- Edith Leona Eastman, '07,
Librarian, Glenville Branch, Public Library, Cleveland.
- Elizabeth Louise Elterich, '08,
Cataloguer, Carnegie Free Library, Allegheny, Penna.
- Mary Lillian Ely, '07,
Supervisor of work with Schools, Public Library, Dayton, O.
- Hortense Foglesong, '05,
Cataloguer, Marietta College Library, Marietta, Ohio.
- Harriet Anna Gage, '06,
Librarian, Dayton Street Branch, Public Library, Cincinnati, Ohio,
until October, 1908—now Mrs. Arthur W. Heyer, Chester, Illinois.
- Alice Gertrude Gaylord, '06,
Assistant, Public Library, Duluth, Minn.
- Florence Louise Gilbert, '08,
Assistant, Catalogue and Reference Departments, Public Library,
Cincinnati, Ohio.
- Thirza Eunice Grant, '08,
Assistant, Catalogue Department, Public Library, Cleveland.
- Theodosia Estelle Hamilton, '07,
Librarian, Simpson College Library, Indianola, Iowa.
- Juliet Alice Handerson, '08,
Assistant, Circulating Department, Public Library, Cleveland.

- Ruth Adaline Hapgood, '08,
Assistant, Catalogue Department, Public Library, Cleveland.
- Edith Mabel Hill, '08,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Mrs. Amy Sturtevant Hobart, '06,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Frances Charlotte Hunter, '06,
Librarian, High School Library, Dayton, Ohio.
- Edith Maude Jones, '08,
Assistant, Broadway Branch, Public Library, Cleveland.
- Mabel Delle Jones, '08,
Patriot, Ohio.
- Ethel Marjorie Knapp, '07,
Librarian, Public Library, Mt. Vernon, Ohio.
- Richard Alexander Lavell, '05,
Superintendent of Branches and Stations, Public Library, Minneapolis,
Minn.
- Nellie May Luehrs, '07,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Frances Henrietta Lynch, '05,
420 South Market Street, Canton, Ohio. Withdrawn from Library
work.
- Effie Marian Marshall, '08,
Assistant, Public Library, Cleveland, Ohio.
- Mrs. Adaline Crosby Merrill, '08,
Librarian, Lake Erie College Library, Painesville, Ohio.
- Zana Kate Miller, '05,
Secretary, North Dakota Library Commission, Bismarck, N. Dak.
- Mabel Newhard, '06,
Librarian, Carnegie Library, Carey, Ohio.
- Magdalene Rutan Newman, '05,
Assistant Cataloguer, Public Library, Dayton, Ohio.
- Mildred Florence Parsons, '07,
Assistant, Reference Department, Public Library, Cleveland.
- Edythe Aveline Prouty, '08,
Assistant, South Side Branch, Public Library, Cleveland.
- Ernest James Reece, '05,
Librarian, Oahu College, Honolulu, Hawaii.
- Marguerite Burnet Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati,
Ohio.
- Rena Richards, '06,
Librarian, Public Library, Clyde, Ohio.

- Edith Mabel Roberts, '08,
Temporary Cataloguer, Public Library, Sewickley, Penna.
- Jennie Ellen Roberts, '06,
Assistant Cataloguer, Iowa State University Library, Iowa City, Iowa.
- Emeretta G. Root, '07,
Librarian, Bureau of Trade Relations of the State Department, Washington, D. C., until, March, 1908—now Mrs. Renier J. Straeton, Guam., Ladrone Islands.
- Frances Elizabeth Root, '05,
Librarian, Public Library, Lorain, Ohio.
- Louise Catherine Sadlier, '07,
Assistant, Adelbert College Library, Cleveland.
- Marian Spencer Skeele, '08,
Librarian, Mechanic's Library, Lancaster, Penna.
- Helen Jane Stearns, '05,
Assistant, Wisconsin Library Commission, Legislative Department, Madison, Wis.
- Luella Evelyn Stollberg, '08,
Assistant, Lorain Sub-branch, Public Library, Cleveland.
- Wilda Claire Strong, '08,
Assistant, Perkins Children's Library, Cleveland.
- Minnie McDaniel Sweet, '08,
Assistant, Order Department, Public Library, Cleveland.
- Nouvart Hagop Tashjian, '08,
Assistant, Catalogue Department, Library of Congress, Washington, D. C.
- Eliza Ellen Townsend, '05,
Librarian, Public Library, Manistee, Mich.
- Carl Peter Paul Vitz, '05,
Assistant Librarian, Public Library, Washington, D. C.
- Mary Scott Wallis, '06,
Librarian, Department of Legislative Reference, Court House, Baltimore, Md.
- Martha Wilson, '05,
Librarian, Minnesota State Commission, St. Paul, Minn.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2 and 3, and any seven of the others).

1. Mention several authors writing within the last twenty years or so, whom you consider to have made real contributions to literature. What are some of their books?
2. Outline the life and work of one of the following American authors: Edgar Allan Poe; Nathaniel Hawthorne; Louisa M. Alcott.
3. Write about a page in discussion of one of the following topics:
Tennyson's "In memoriam"
Famous English letter writers
Milton's place in English poetry
Present day English poetry
4. Discuss briefly the part which the South has played in American literature.
5. Name two poets and two dramatists of the Elizabethan era besides Shakespeare.
6. Group around two of the following, other names of authors or noted persons associated with them:
Dante Gabriel Rossetti
Samuel Johnson
William Wordsworth
Ralph Waldo Emerson
7. Discuss briefly the place of the Bible in literature, tell the different literary forms represented in it and name one book in the Bible which illustrates each form.
8. What cycle of myths has been utilized by a great German composer in a series of operas? What cycle of mediæval legends has been utilized by an English poet in a series of poems?
9. Why does Greek literature take such a preeminent place in the field of literature?
10. Mention two of the works of each of the following authors: Moliere; Henry Van Dyke; Lord Macaulay; Schiller; Thomas Bailey Aldrich.
11. Mention author and title of the writings in which the following characters are portrayed: (Answer ten).

Beatrice	John Ridd	Una
Sancho Panza	Sir Lancelot	Tito Melema
Little Nell	Fantine	Hester Prynne
Caponsacchi	Jessica	Charley Steele
Peter Pan	Uriah Heap	Ichabod Crane
12. Who wrote The excursion; Samson Agonistes; Poor Richard's almanac; Representative men; Divine comedy; Wilhelm

Meister's apprenticeship; Passing of Arthur; Prisoner of Chillon; Lady of the Lake; Heart of Midlothian; Hazard of new fortunes; Anna Karenina; The sunken bell. (Answer ten).

GENERAL HISTORY AND CURRENT INFORMATION.

(Answer questions 1, 8 9, and any seven of the others).

1. Compare the American and French revolutions, especially as to causes and results. (About one page).
2. What events in American history have our great expositions commemorated?
3. Mention the wars in which the U. S. navy has taken prominent part and the most important naval battles and commanders of these wars.
4. Outline development of U. S. history from the civil war to the Spanish war.
5. Write a short account of the reign of Queen Victoria, giving approximate dates of the reign.
6. Name three nations of antiquity and mention the distinctive characteristics of the civilization of each.
7. State several events which make the 15th century noted in history.
8. What is suggested to your mind by the following: Ides of March; Merlin; Louisiana purchase; Lion of Lucerne; Cripple Creek; Field of cloth of gold; Ku-Klux clan; Treaty of Portsmouth; Notre Dame; Commune; Venus; Spanish Armada; Battle of Marathon; Fleur de lis. (Choose any ten).
9. Discuss briefly some current philanthropic or educational subject in which you are interested.
10. Name ten of the leading colleges or universities in the U. S. with location of each. State also whether open to men or women, or both.
11. Mention three prominent newspapers of the country and characterize the political views of each.
12. Name: two composers of grand opera
 one German statesman
 two modern scientists
 two mural artists
 two sculptors
 two educators
 one English architect.

FRENCH.

Translate without a dictionary:

Adieux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancolie. Cette fois elle craignait et désirait que ce fût pour

toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérié; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se couvrant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie veil Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hieß die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass die Sage, dass gewisse Frauen zaubern können und auf der Ofengabel durch die Luft reiten, erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinem mancherlei, was ihm nützlich war, zum Beispiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspiese für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihm.

Ofengabel=oven fork

Hundswut=hydrophobia

Lockspiese=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus in Rutenos missus eam civitatem Arvernens conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Cæsar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, præsidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra præsidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impendebat; tamen, discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finem Arvernorum pervenit.

antevertō=prefer

nix=snow

discutio=clear away

THE
LIBRARY SCHOOL
OF
Western Reserve University
IN THE CITY OF CLEVELAND



CATALOGUE

1909-1910

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CALENDAR

1909.		
20-21 Sept.	Monday-Tuesday	Matriculation and registration.
21 Sept.	Tuesday	First term begins.
25 Nov.	Thursday	Thanksgiving day.
22 Dec.	Wednesday (evening)	Winter recess begins.
1910.		
3 Jan.	Monday (evening)	Winter recess ends.
29 Jan.	Saturday	Examinations begin.
5 Feb.	Saturday	First term ends.
6 Feb.	Sunday	Day of prayer for colleges.
7 Feb.	Monday	Second term begins.
22 Feb.	Tuesday	Washington's birthday.
23 March	Wednesday (evening)	Easter recess begins.
30 March	Wednesday (evening)	Easter recess ends.
30 May	Monday	Memorial day.
6 June	Monday	Examinations begin.
12 June	Sunday	Baccalaureate sermon.
13 June	Monday	Luncheon for graduates.
16 June	Thursday	UNIVERSITY COMMENCEMENT.
17-18 June	Friday-Saturday	Examinations for admission.

SUMMER VACATION OF THIRTEEN WEEKS.

19-20 Sept.	Monday-Tuesday	Matriculation and registration.
20 Sept.	Tuesday	First term begins.
24 Nov.	Thursday	Thanksgiving day.
21 Dec.	Wednesday (evening)	Winter recess begins.
1911.		
2 Jan.	Monday (evening)	Winter recess ends.
26 Jan.	Thursday	Examinations begin.
4 Feb.	Saturday	First term ends.

SEPTEMBER—1909							MARCH—1910							SEPTEMBER—1910						
S.	M.	T.	W.	T.	F.	S.	S.	M.	T.	W.	T.	F.	S.	S.	M.	T.	W.	T.	F.	S.
..	1	2	3	4	1	2	3	4	5	1	2	3	4
5	6	7	8	9	10	11	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	27	28	29	30	31	25	26	27	28	29	30	..
..
OCTOBER—1909							APRIL—1910							OCTOBER—1910						
..	1	2	1	2	1
3	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	24	25	26	27	28	29	30	23	24	25	26	27	28	29
31	30	31
NOVEMBER—1909							MAY—1910							NOVEMBER—1910						
..	1	2	3	4	5	6	1	2	3	4	5	6	7	..	1	2	3	4	5	6
7	8	9	10	11	12	13	8	9	10	11	12	13	14	..	7	8	9	10	11	12
14	15	16	17	18	19	20	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	29	30	31	27	28	29	30
..
DECEMBER—1909							JUNE—1910							DECEMBER—1910						
..	1	2	3	4	1	2	3	4	1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11	..	4	5	6	7	8	9
12	13	14	15	16	17	18	12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29	30	31	..	26	27	28	29	30	26	27	28	29	30	31	..
..
JANUARY—1910							JULY—1910							JANUARY—1911						
..	1	1	2	..	1	2	3	4	5	6
2	3	4	5	6	7	8	3	4	5	6	7	8	9	15	8	9	10	11	12	13
9	10	11	12	13	14	15	10	11	12	13	14	15	16	16	16	17	18	19	20	21
16	17	18	19	20	21	22	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	24	25	26	27	28	29	30	29	30	31
30	31	31
FEBRUARY—1910							AUGUST—1910							FEBRUARY—1911						
..	1	2	3	4	5	1	2	3	4	5	6	1	2	3	4
6	7	8	9	10	11	12	7	8	9	10	11	12	13	12	13	14	15	16	17	18
13	14	15	16	17	18	19	14	15	16	17	18	19	20	19	20	21	22	23	24	25
20	21	22	23	24	25	26	21	22	23	24	25	26	27	26	27	28
27	28	28	29	30	31	26	27	28
..

TRUSTEES

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OFFICE AT ADELBERT COLLEGE

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University in 1903 was rendered possible by a generous gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the students.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building a station of the Cleveland Public Library which, though conducted by the staff of the School, is open to the community at large. The collection numbers about 1500 volumes. Several typewriters are installed in one room, exclusively for student use, and a complete equipment for book binding is owned.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

The purpose of the course is (a) to present systematically and comparatively present day practical methods of conducting libraries and (b) to familiarize the student with the resources in books and other material, available for use in libraries.

FACULTY

-
- CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.
- WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean.
Lecturer on Library Administration.
- JULIA MARGARET WHITTLESEY, B. L., B. L. S., 2126 E. 93rd Street
Director.
Instructor in Classification, Subject Headings, Selection of Books, and Library History.
- ADELAIDE FRANCES EVANS, 11432 Mayfield Road
Instructor in Cataloguing, Loan Work, and Supervisor of Technical Practice Work.
- THIRZA EUNICE GRANT, A. B., 9735 Woodward Court
Instructor in Accession and Shelf Department Work, and Assistant Supervisor of Technical Practice Work.
- LINDA ANNE EASTMAN, 2126 Fairmount Road
Instructor in Library Administration, Extension and Supervision.
- HERBERT S. HIRSHBERG, A. B., B. L. S., 3637 Prospect Avenue
Instructor in Reference Work and Trade Bibliography.
- BERTHA BARDEN, A. M., 10013 Lamont Avenue
Assistant Instructor in Cataloguing, and Reviser.
- CAROLINE BURNITE, 3704 Prospect Avenue
Instructor in Work with Children.
-
- Instructor in Bookbinding and Repair.*

LECTURERS

- EFFIE LOUISE POWER, Pittsburgh, Pa.
Lecturer on Work with Children.
- AZARIAH SMITH ROOT, A. M., Oberlin, O.
Lecturer on Book Printing and Illustrating.
- ALLEN DUDLEY SEVERANCE, A. M., B. D., 8821 Euclid Avenue
Lecturer on Bibliography.
- ALICE SARAH TYLER, Des Moines, Iowa
Lecturer on Library Administration and Library Commission Work.
- SOPHIE KNOWLTON HISS, B. A., B. L. S., 2126 Fairmount Road
Lecturer on Selection of Books.

SPECIAL LECTURERS FOR 1909-10

- CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.
Literature of Economics.
- ELBERT JAY BENTON, Professor of History, Adelbert College.
Literature of History.

- OLIVER FARRAR EMERSON, Professor of English, Adelbert College.
Literary Criticism.
- GILBERT O. WARD, Librarian, Technical High School.
Technical Literature.
- PAUL F. SUTPHEN, Minister, Second Presbyterian Church, Cleveland.
Modern Religious Literature.
- ANNIE SPENCER CUTTER,
Supervisor of School Libraries, Cleveland Public Library.
Work with Schools.
- MRS. AMY STURTEVANT HOBART,
Librarian of Stations Department, Cleveland Public Library.
The Right Book for the Reader.
- ANNA G. HUBBARD, Librarian, Broadway Branch, Cleveland Public Library.
Contact with the Public.
Assistance to Readers.
- BESSIE SARGEANT SMITH,
Librarian, West Side Branch, Cleveland Public Library.
The Selection of Fiction.
- MILDRED C. WOOD, Librarian, Woodland Branch, Cleveland Public Library.
Difference between Branch Libraries and Small Libraries.
- JAMES I. WYER, JR.,
Director, New York State Library and State Library School.
**The Point of View.*
**What Americans Read.*
- THEODORE W. KOCH, Librarian, University of Michigan Library.
Administration of College Libraries.

LIBRARIANS HAVING SUPERVISION OF THE TRAINING FOR 1909-10 OF LIBRARY SCHOOL STUDENTS IN LOAN PRACTICE WORK

- MILDRED C. WOOD, Woodland Branch, Cleveland Public Library.
- ANNA G. HUBBARD, Broadway Branch, Cleveland Public Library.
- HERMINE A. SIMON, Hough Branch, Cleveland Public Library.
- EDITH L. EASTMAN, Glenville Branch, Cleveland Public Library.
- MRS. MINNIE B. PAOLI, Circulating Department, Cleveland Public Library.
- CATHERINE S. TIBBITTS,
Adelbert College Library, Western Reserve University.
- CAROLINE E. WATERS,
College for Women Library, Western Reserve University.

OTHER OFFICERS

- HARRY A. HARING, 2027 Cornell Road
Treasurer.
- NELLE CURTISS WHITE, 1903 E. 84th Street
Secretary.

*On the Alumni Lectureship Foundation.

STUDENTS

REGULAR STUDENTS

Helen Arnet	<i>Oberlin</i>	Haydn Hall
Constance Calkins	<i>Cleveland</i>	The Republic, E. 101st St.
Lake Erie College, 1906-09.		
Ruth Ella Charles	<i>Hornell, N. Y.</i>	Haydn Hall
Syracuse University, 1908-09; Oneonta State Normal School, 1900-03.		
Ruth Margery Ellis	<i>Rome, N. Y.</i>	Haydn Hall
Mt. Holyoke College, 1907-08.		
Mary Davidson Enoch	<i>Cleveland</i>	10510 Cedar Ave.
A. B., College for Women, Western Reserve University, 1909.		
Ethel Huntington Fitch	<i>Ellsworth</i>	2165 Adelbert Rd.
North-Eastern Ohio Normal College, 1904.		
Emma Geisler	<i>Canton</i>	2175 E. 97th St.
Marie Oswald McCambridge	<i>Youngstown</i>	2042 E. 115th St.
Phyllis McFarland Martin	<i>Pittsburgh, Pa.</i>	Haydn Hall
A. B., Vassar College, 1909.		
Alice Louise Morris	<i>Columbus</i>	Haydn Hall
B. A., Ohio State University, 1909.		
Louise Birch Myers	<i>Lexington, Ky.</i>	Guilford House
A. B., Vassar College, 1909.		
Harriett Emily Neuffer	<i>Norwalk</i>	Haydn Hall
Baldwin University, 1908-09.		
Mary Rebecca Norton	<i>Cleveland</i>	10816 Grantwood Ave.
Vera Annette Price	<i>Bucyrus</i>	2165 Adelbert Rd.
Sarah Anna Thomas	<i>Columbus</i>	Haydn Hall
Mt. Union College, 1901; Ohio State University, 1908-09.		
Mary Mabel Vogely	<i>Ft. Wayne, Ind.</i>	1910 E. 105th St.
Helen Mary Watterson	<i>Cleveland</i>	11507 Mayfield Rd.
Smith College, 1889-91; College for Women, Western Reserve University, 1892-93.		

REGULAR STUDENTS—17.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course.

The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1910.

Helen May Beale	1710 Prospect Ave.
College for Women, Western Reserve University, 1906-07.	
Hattie Mona Callow	2023 E. 81st St.
Else M. Horr	2106 E. 93rd St.
Lake Erie College, 1905-07.	
Lillian Madora Patterson	1363 E. 86th St.

The following students are taking one or more courses in the School this year:

Amy Allen	1710 Prospect Ave.
Charlotte H. Bickford	2099 E. 36th St.
Hamilton College Institute, 1904.	
Isabelle C. Buchwald	10323 Elk St.
Mildred Burke	9208 Hough Ave.
Marie Eugenia Cahill	1691 E. 82nd St.
Ida B. Coon	3754 Woodland Ave.
Annie Spencer Cutter	2040 E. 79th St.
B. L., College for Women, Western Reserve University, 1899.	
Dorethea Pomeroy Dale	7820 Decker Ave.
A. B., University of Oregon, 1899; A. M., University of Minnesota, 1902.	
Viola Dickey	West Mentor, O.
Buchtel College, 1895-96.	
Evangeline Drew	1708 View Road
Ethel E. Emery	1700 E. 115th St.
Ph. B., College for Women, Western Reserve University, 1900.	
Grace M. Fuhrmeyer	6718 Union Ave.
Carrie Shaw Justus	Mentor, O.
Helen Grace Prouty	3890 W. 23rd St.
Paulina Reich	3312 Marvin Ave.
Mary E. Rodhouse	2801 Orange St.
A. B., Oberlin College, 1905.	
Julia Marie Schmehl	3236 W. 25th St.
Mabel Clare Smith	3799 W. 36th St.
College for Women, Western Reserve University, 1898-99.	
Lola Estelle Sullivan	1483 Rosewood Ave.
Mary Thompson	9213 Miles Ave.
Pearl L. Ware	9510 Dennison Ave.

SPECIAL STUDENTS—25.

The School also offers a separate course of lectures to the apprentices in the Cleveland Public Library. For description of this course, see p. 18

The following are registered for the course:

Mabel Allison	721 Parkwood Drive
Christine Beale	52 Brightwood St.
Martha Black	2307 Professor St.
Rosalie A. Brooker	10706 Olivet Ave.
Ethel Burwell	2095 E. 71st St.
Ruby Clark	9125 Miles Park Ave.
Rosemary Collins	10419 Bernard Ave.
Clara Comey	Euclid Heights
Rose Eichenbaum	5000 Woodland Ave.
Mae Everard	Beach Park, O.
Josephine Fish	2207 Adelbert Rd.
Bertha Hatch	1710 Prospect Ave.
Sadie Hollman	1788 Agnes Ct.
Louise Kenney	1615 Castle Ave.
Anna Kramer	2910 Jay Ave.
Carrie Krauss	6703 Superior Ave.
Leonore Lingen	10109 Pierpont Ave.
Evelyn Lucas	51 Grasmere St.
Igerna Mears	3901 Pensicola Ave.
Mary K. Pearson	10831 Olivet Ave.
Florence Slater	546 E. 101st St.
Jumeta Stephen	2212 E. 49th St.
Edna B. Wood	20 Forest Hill Ave.
	APPRENTICES—23.

SUMMARY

Regular Students.....	17
Special Students	25
Apprentices	23
Total	65

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information, and in two languages, one of which must be a modern. (See at end of catalogue a sample set of examination questions which show their character and scope.) The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact that, generally speaking, high school and college courses are the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

Persons under twenty years of age are not ordinarily admitted to the regular class and those over thirty-five years who have not had considerable previous library experience are advised not to take up the work.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them the best fitted for the work.

Some library experience is considered so important a feature of preparation for the course that beginning with 1910, a month's preliminary practice in an approved library will be required of all accepted candidates who have not had accredited library experience. This practice can be taken any time between the passing of the examinations and the opening of the School and may be arranged for through the Director of the School.

The examinations will be held at the School on Friday and Saturday, June 17th and 18th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School, as a personal acquaintance with candidates is very desirable.

Although at the option of the Faculty, entrance examination papers passed one year may be held over for the following year and thus the candidate be admitted without a second examination,

it is done only in exceptional cases. Anyone, therefore, who has taken the examinations and for any reason not been admitted but desires to enter the School a subsequent year should take up the matter of re-examination with the Director, before June.

Persons considering entering the School are supplied on request with the required form of application blank. This should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if a candidate after taking the examination is obliged to withdraw, the School should be notified as soon as possible. Applicants are admitted only at the beginning of the first semester.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to especially consider the following subjects: history, literature, modern languages (preferably French and German) as much work as possible; general or historical courses in art, economics, education, psychology and the sciences.

The ability to write a good library hand and to use the typewriter is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Accepted candidates are therefore advised to practice along these lines before entering. Samples of library hand-writing will be furnished to such candidates by the School.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

REFERENCE WORK

MR. HIRSHBERG

A study of the standard works of reference, as the general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. Lists of questions made up from practical experience in the Reference Department of the Public Library are given and the methods of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. Attention is given to subject bibliographies in the reference books studied and their bearing on reference works. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. The course includes a brief survey of government publications emphasizing those which are of most value for reference use in the small library. 40 hours.

PUBLIC DOCUMENTS

The study of public documents is not given in a course by itself but taken up under the courses representing various phases of the subject,—e. g. reference use of documents in the reference course, cataloguing of documents in cataloguing, etc.

BIBLIOGRAPHY

MR. HIRSHBERG

MR. SEVERANCE

1. A study of trade and national bibliography especially of the United States and England. Familiarity with the works studied is gained through the solution of practical problems. The aim of the course is to give the student a practical working knowledge of the trade publications useful in the work of the order and catalogue departments.

2. A brief resumé of general and subject bibliography. 10 hours.

SELECTION OF BOOKS

MISS WHITTLESEY

MISS HISS

A seminar course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of such means to that end as popular lectures, the publishing of book lists, insertion of reading slips into books, etc.; (c) a hasty survey of the literature of various subjects by specialists in those subjects. 35 hours.

TECHNICAL COURSES

NOTE.—An average of two hours laboratory work is required in connection with each class period in the technical courses.

ACCESSION DEPARTMENT

MISS GRANT

The records and technical routine for the intelligent and systematic conduct of the ordering of books are considered and discussed.

A study of the A. L. A. standard and condensed accession books and rules is made and other methods of keeping accession records are considered. The subjects of serials, gifts, withdrawals and of the mechanical preparation of books for the shelves are included. 12 hours.

CATALOGUING

MISS EVANS

MISS BARDEN

Instruction is chiefly confined to dictionary cataloguing and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries, use of reference books in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

The A. L. A. Rules for an Author and Title Catalogue are followed, somewhat modified, and supplemented by typewritten rules for points not covered in the A. L. A. code and by sample cards illustrating all forms of entry. Other codes are consulted as references. 50 hours.

SUBJECT HEADINGS

MISS WHITTLESEY

Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. The work is largely based on the A. L. A. List of Subject Headings. 16 hours.

CLASSIFICATION

MISS WHITTLESEY

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of subject classification are laid down, a thorough study of Dewey's Decimal Classification (the system most commonly used today) is made as it would be applied in both a large and small library and other systems are described. 30 hours.

NOTE.—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry.)

BOOK NUMBERS

MISS GRANT

The question of the numbering of books for purposes of arrangement and differentiation. The Simplified Library School rules are taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Variation of usage for public and college libraries is considered. 6 hours.

SHELF-LISTING

MISS GRANT

Instruction in making a list of the books in the order of their shelf arrangement. It includes practice in the use of both cards and sheets. The subject of the taking of inventory is also discussed. 4 hours.

WRITING

MISS GRANT

MISS EVANS

NOTE TAKING AND LIBRARY HANDWRITING. The question of note taking is discussed in an introductory lecture, and suggestions as to methods of taking and preserving notes in convenient and usable form are given. The principles of library handwriting and rules and suggestions for acquiring it are also considered. Equal emphasis is laid upon script and print forms. Practice in the forms is required until proficiency is attained.

TYPEWRITING. The course consists of an introductory lecture and a required number of hours of individual practice under supervision. The practice includes both sheet and card work.

BOOKBINDING AND REPAIR

A practical demonstration of bookbinding adapted to library use. Processes are explained by actual work. Different styles of binding and the use and comparative wearing qualities of materials are discussed. Practice work in choosing the appropriate binding for books according to their use, cost, quality and condition of paper, etc., is given; also a consideration of editions, regular and special, books bound from the sheets and juvenile books. 10 hours.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION AND ADMINISTRATION

MISS EASTMAN

MR. BRETT

MISS TYLER

MISS WHITTLESEY

MISS EVANS

1. THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

2. SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

3. BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

4. THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

5. **THE LARGE LIBRARY.** The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

6. **REPORTS AND STATISTICS.** An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

7. **LIBRARY PUBLICATIONS.** Seminar for report and discussion of library publications, such as periodicals, reports, catalogues and bulletins.

8. **OFFICE ROUTINE AND WORK.** This course includes a resumé of business principles and ethics, methods, correspondence forms, filing systems, proof reading, and kindred topics. Courses 1-8, 32 hours.

LIBRARY HISTORY

MR. ROOT (1)

MR. BRETT AND MISS WHITTLESEY (2)

1. **HISTORY OF THE PRINTED BOOK.** A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

2. **Growth and present condition of American libraries including library schools, associations, and other organizations.** 7 hours.

WORK WITH CHILDREN

MISS BURNITE

MISS POWER

A presentation of work with children for the general assistant and for the librarian of a small library. The course includes principles of book selection, organization of a children's room and its equipment, work with schools, methods of directing children's reading, library instruction in normal schools. A small amount of each student's practice time is given to a children's room. 15 hours.

LOAN WORK AND DISTRIBUTING SYSTEMS

MISS EVANS

MISS EASTMAN

Comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 15 hours.

PRACTICAL WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practical work in the Cleveland libraries is required of all students in addition to class problems and practice work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries. 110 hours.
- (b) Technical work on books purchased for the East Station of the Cleveland Public Library which has been already mentioned in the General Statement concerning the Library School in this catalogue. This work covers all the steps in the process of preparing books for circulation. 90 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work, are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientele, conditions surrounding, and methods of work in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

For the first part of the year the visits are confined to Cleveland. In the spring trips are made to other places,—Pittsburgh and its vicinity and various towns in Ohio having been selected in turn, as objective points.

APPRENTICE COURSE

The aim of this course is to give such instruction to apprentices in the Cleveland Public Library concerning the methods in that library as will enable them to intelligently enter into its work.

The lectures in technical work are given by resident members of the Library School faculty and cover in a condensed and elementary way the Cleveland Public Library system of recording book loans, the use of an accession book, the classification of books on the shelves, the making of catalogue entries, shelf-list cards, book cards, etc.

Other lectures taking up more general features of the work and the relations of the assistant to it are given by members of the faculty who are also on the staff of the Public Library.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for from \$5 to \$8 a week.

POSITIONS

The School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country. At the end of this catalogue is a list of positions held by our graduates which shows their geographical range.

METHODS OF INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lecture and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

The School offers neither a summer course nor a correspondence course.

SPECIAL LECTURES

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through informal talks upon special phases of library work from these experienced workers a professional outlook and

an inspiration are gained which are of great value to the prospective library worker.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

There has been established during the past year a lectureship endowed by the Alumni Association of the Library School. The purpose of this lectureship is to provide one or more lectures a year on some subject of general library interest to be given by persons of experience and recognized ability in the library field.

LIBRARIES

The students have the use of the following libraries for study and reference:

The Hatch Library of Adelbert College, occupying a library building on the campus within convenient reach of Adelbert Hall and having a collection of 65,308 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public Library numbering 414,244 volumes, seven branches, twelve sub-branches and thirty-three stations. The extensions of the Public Library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case Library with a fine general collection of over 70,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Ave. S. E.

The Cleveland Law Library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

For further information address the Director, Julia M. Whittlesey, Library School, Western Reserve University.

COMPLETE LIST OF STUDENTS HOLDING CERTIFICATES, 1905-09.

- Edna Isabel Allyn, '05,
Librarian, Association Library of Honolulu, Hawaii.
- Bertha R. Barden, '07,
Assistant Instructor in Cataloguing, and Reviser, Western Reserve Library School
- Nina C. Brotherton, '07,
Children's Librarian, Broadway Branch, Public Library, Cleveland.
- Hazel Louise Brown, '09,
Assistant, Public Library, Grand Rapids, Michigan.
- Alicia Burns, '08,
Librarian, Lincoln High School Branch, Public Library, Cleveland.
- Agnes Burns, '07,
Secretary, Children's Department, Public Library, Cleveland.
- Cordelia Elizabeth Claflin, '09,
Assistant, Adelbert College Library, Western Reserve University, Cleveland.
- Elizabeth Marian Comings, '06,
Librarian, Public Library, Elyria, Ohio.
- Edith Louise Cook, '09,
Assistant, Woodland Branch, Public Library, Cleveland.
- Blanche Joanna Dissette, '06,
Assistant, Reference Department, Public Library, Cleveland, until 1908, now
Mrs. H. N. Matzen, The Abigail, E. 116th St., Cleveland.
- Edith Leona Eastman, '07,
Librarian, Glenville Branch, Public Library, Cleveland.
- Elizabeth Louise Elterich, '08,
Cataloguer, Carnegie Free Library, Allegheny, Penna.
- Mary Lillian Ely, '07,
Supervisor of work with Schools, Public Library, Dayton, Ohio.
- Jennie Maas Flexner, '09,
In Charge of Open Shelf Room, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05,
Cataloguer, Marietta College Library, Marietta, Ohio, until 1909. Present
address, Simmons College. Boston, Mass.
- Harriet Anna Gage, '06,
Librarian, Dayton Street Branch, Public Library, Cincinnati, Ohio, until 1908,
now Mrs. Arthur W. Heyer, Chester, Illinois.
- Alice Gertrude Gaylord, '06,
Assistant, Public Library, Duluth, Minn.
- Florence Louise Gilbert, '08,
Assistant, Catalogue and Reference Departments, Public Library, Cincinnati, Ohio.
- Thirza Eunice Grant, '08,
Instructor in Accession and Shelf Department Work, and Assistant Supervisor
of Technical Practice Work, Western Reserve Library School.
- Theodosia Estelle Hamilton, '07,
Librarian, Simpson College Library, Indianola, Iowa.
- Juliet Alice Handerson, '08,
Assistant, Circulating Department, Public Library, Cleveland.
- Ruth Adaline Hapgood, '08,
Cataloguer, Children's Books, Public Library, Cleveland.

- Edith Mabel Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel Louise Hines, '09,
Assistant, Miles Park Branch, Public Library, Cleveland.
- Mrs. Amy Sturtevant Hobart, '06,
Librarian, Stations Department, Public Library, Cleveland.
- Frances Charlotte Hunter, '06,
Librarian, High School Library, Dayton, Ohio.
- Edith Maude Jones, '08,
Assistant, Broadway Branch, Public Library, Cleveland.
- Mabel Delle Jones, '08,
Librarian, Public Library, Charleston, West Virginia.
- Ethel Marjorie Knapp, '07,
Librarian, Public Library, Mt. Vernon, Ohio.
- Alice Josephine Kozlik, '09,
Assistant, South Side Branch, Public Library, Cleveland.
- Richard Alexander Lavell, '05,
Superintendent of Branches and Stations, Public Library, Minneapolis, Minn.
- Edith Clare Lawrence, '09,
Cataloguer, Oahu College Library, Honolulu, Hawaii.
- Nora Carroll Levinger, '09,
Assistant Librarian, Public Library, Canton, Ohio.
- Cecelia Lewis, '09,
Assistant, Circulating Department, Public Library, Buffalo, N. Y.
- Evelyn Maude Lotz, '09,
Assistant, Catalogue Department, Public Library, Cleveland.
- Nellie May Luehrs, '07,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Frances Henrietta Lynch, '05,
Cataloguer, Public Library, Canton, Ohio, until 1907. Present address, 40 Park St., Northampton, Mass.
- Elsie McPherson, '09,
Assistant, Public Library, Cleveland.
- Effie Marian Marshall, '08,
Assistant, Public Library, Cleveland.
- Mrs. Adaline Crosby Merrill, '08,
Librarian, Lake Erie College Library, Painesville, Ohio.
- Zana Kate Miller, '05,
Secretary, North Dakota Library Commission, Bismark, N. Dak., until 1908.
Present address, 1069 Prospect St., Appleton, Wis.
- Mabel Newhard, '06,
Librarian, Carnegie Library, Carey, Ohio.
- Magdalene Rutan Newman, '05,
Cataloguer, Marietta College Library, Marietta, Ohio.
- Stella Charlotte Norton, '09,
Assistant, Catalogue Department, Public Library, Cleveland.
- Mildred Florence Parsons, '07,
Assistant, Reference Department, Public Library, Cleveland.
- Edythe Eveline Prouty, '08,
Assistant, Brooklyn Sub-branch, Public Library, Cleveland.

- Ernest James Reese, '05,
Librarian, Oahu College Library, Honolulu, Hawaii.
- Marguerite Burnet Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati, Ohio.
- Rena Richards, '06,
Librarian, Public Library, Clyde, Ohio.
- Mrs. Florence Holmes Ridgway, '09,
Cataloguer, Berea College Library, Berea, Ky.
- Edith Mabel Roberts, '08,
Cataloguer, Public Library, Canton, Ohio.
- Jennie Ellen Roberts, '06,
Assistant Cataloguer, Iowa State University Library, Iowa City, Iowa.
- Emeretta G. Root, '07,
Librarian, Bureau of Trade Relations of the State Department, Washington,
D. C., until 1908, now Mrs. Renier J. Straeton, Guam, Ladrone Islands.
- Frances Elizabeth Root, '05,
Librarian, Public Library, Lorain, Ohio.
- Louise Catherine Sadlier, '07,
Assistant, Adelbert College Library, Western Reserve University, Cleveland.
- Martha Clark Sanborn, '09,
Assistant, Public Library, Sioux City, Iowa.
- Marian Spencer Skeeel, '08,
Librarian, Mechanic's Library, Lancaster, Penna.
- Jessie Helen Starr, '09,
Assistant, Children's Department, Public Library, Cleveland.
- Helen Jane Stearns, '05,
Assistant, Wisconsin Library Commission, Legislative Department, Madison, Wis.,
until 1909. Present address 2960 Newark St., Cleveland Park, Washington,
D. C.
- Elizabeth Kissick Steele, '09,
Librarian, Lorain Sub-branch, Public Library, Cleveland.
- Ellen Gilman Stocker, '09,
Assistant, P. M. Musser Public Library, Muscatine, Iowa.
- Luella Evelyn Stollberg, '08,
Assistant, Glenville Branch, Public Library, Cleveland.
- Wilda Claire Strong, '08,
Assistant, Perkins Children's Branch, Public Library, Cleveland.
- Minnie McDaniel Sweet, '08,
Assistant, Order Department, Public Library, Cleveland.
- Myrtle M. Sweetman, '09,
Assistant, Children's Department, Public Library, Cleveland.
- Nouvart Hagop Tashjian, '08,
Assistant, Catalogue Department, Library of Congress, Washington, D. C.
- Eliza Ellen Townsend, '05,
Field and Reference Assistant, Iowa State Library Commission, Des Moines, Ia.
- Carl Peter Paul Vitz, '05,
Director's Assistant, New York State Library, Albany, N. Y.
- Mary Scott Wallis, '06,
Librarian, Department of Legislative Reference, City Hall, Baltimore, Md.
- Martha Wilson, '05,
Librarian, Minnesota State Commission, St. Paul, Minn.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2 and 3, and any seven of the others).

1. Mention several authors writing within the last twenty years or so, whom you consider to have made real contributions to literature. What are some of their books?
2. Outline the life and work of one of the following American authors: Edgar Allen Poe; Nathaniel Hawthorne; Louisa M. Alcott.
3. Write about a page in discussion of one of the following topics:
 - Tennyson's "In memoriam"
 - Famous English letter writers
 - Milton's place in English poetry
 - Present day English poetry
4. Discuss briefly the part which the South has played in American literature.
5. Name two poets and two dramatists of the Elizabethan era besides Shakespeare.
6. Group around two of the following, other names of authors or noted persons associated with them:
 - Dante Gabriel Rossetti
 - Samuel Johnson
 - William Wordsworth
 - Ralph Waldo Emerson
7. Discuss briefly the place of the Bible in literature, tell the different literary forms represented in it and name one book in the Bible which illustrates each form.
8. What cycle of myths has been utilized by a great German composer in a series of operas? What cycle of mediæval legends has been utilized by an English poet in a series of poems?
9. Why does Greek literature take such a preëminent place in the field of literature?
10. Mention two of the works of each of the following authors: Moliere; Henry Van Dyke; Lord Macaulay; Schiller; Thomas Bailey Aldrich.
11. Mention author and title of the writings in which the following characters are portrayed: (Answer ten).

Beatrice	John Ridd	Una
Sancho Panza	Sir Lancelot	Tito Melema
Little Nell	Fantine	Hester Prynne
Caponsacchi	Jessica	Charley Steele
Peter Pan	Uriah Heap	Ichabod Crane
12. Who wrote The excursion; Samson Agonistes; Poor Richard's almanac; Representative men; Divine comedy; Wilhelm Meister's apprenticeship; Passing of Arthur; Prisoner of Chillon; Lady of the Lake; Heart of Midlothian; Hazard of new fortunes; Anna Karenina; The Sunken bell. (Answer ten).

GENERAL HISTORY AND CURRENT INFORMATION.

(Answer questions 1, 8, 9, and any seven of the others).

1. Compare the American and French revolutions, especially as to causes and results. (About one page).
2. What events in American history have our great expositions commemorated?
3. Mention the wars in which the U. S. navy has taken prominent part and the most important naval battles and commanders of these wars.
4. Outline development of U. S. history from the civil war to the Spanish war.
5. Write a short account of the reign of Queen Victoria, giving approximate dates of the reign.
5. Name three nations of antiquity and mention the distinctive characteristics of the civilization of each.
7. State several events which make the 15th century noted in history.
8. What is suggested to your mind by the following: Ides of March; Merlin; Louisiana purchase; Lion of Lucerne; Cripple Creek; Field of cloth of gold; Ku-Klux clan; Treaty of Portsmouth; Notre Dame; Commune; Venus; Spanish Armada; Battle of Marathon; Fleur de lis. (Choose any ten).
9. Discuss briefly some current philanthropic or educational subject in which you are interested.
10. Name ten of the leading colleges or universities in the U. S. with location of each. State also whether open to men or women, or both.
11. Mention three prominent newspapers of the country and characterize the political views of each.
12. Name: two composers of grand opera
 one German statesman
 two modern scientists
 two mural artists
 two sculptors
 two educators
 one English architect.

FRENCH

Translate without a dictionary:

Adieux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancolie. Cette fois elle craignait et désirait que ce fût pour toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérie; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se

courvant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary :

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie veil Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hiess die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass die Sage, das gewisse Frauen zaubern können und auf der Ofengabel durch die Luft reiten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch kounte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinen mancherlei, was ihm nützlich war, zum Beispiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspiese für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihm.

Ofengabel=oven fork

Hundswut=hydrophobia

Lockspiese=bait

LATIN.

Translate without a dictionary :

Interim Lucterius Cadureus in Rutenos missus eam civitatem Arvernus conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Cæsar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, præsidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quæ loca hostibus erant finitima, constituit; partem copiarum ex provincia,

supplementumque quod ex Italia adduxerat in Helvois, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra præsidia periculosum putabat, in Helvois profiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impediēbat; tamen, discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finis Arvernorum pervenit.

antevertō=prefer

nix=snow

discutio=clear away

THE
LIBRARY SCHOOL
OF
Western Reserve University
IN THE CITY OF CLEVELAND



CATALOGUE

1910-1911

CLEVELAND, O.
THE JUDSON PRINTING COMPANY
1911

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CALENDAR

1910.

19-20 Sept.	Monday-Tuesday	Matriculation and registration.
20 Sept.	Tuesday	First term begins.
24 Nov.	Thursday	Thanksgiving day.
21 Dec.	Wednesday (evening)	Winter recess begins.

1911.

2 Jan.	Monday (evening)	Winter recess ends.
30 Jan.	Monday	Examinations begin.
4 Feb.	Saturday	First term ends.
5 Feb.	Sunday	Day of prayer for colleges.
6 Feb.	Monday	Second term begins.
22 Feb.	Wednesday	Washington's birthday.
12 April	Wednesday (evening)	Easter recess begins.
19 April	Wednesday (evening)	Easter recess ends.
30 May	Tuesday	Memorial day.
5 June	Monday	Examinations begin.
11 June	Sunday	Baccalaureate sermon.
12 June	Monday	Luncheon for Graduates.
15 June	Thursday	COMMENCEMENT.
16-17 June	Friday-Saturday	Examinations for admission.

SUMMER VACATION OF THIRTEEN WEEKS.

18-19 Sept.	Monday-Tuesday	Matriculation and registration.
19 Sept.	Tuesday	First term begins.
30 Nov.	Thursday	Thanksgiving day.
21 Dec.	Thursday (evening)	Winter recess begins.

1912.

2 Jan.	Tuesday (evening)	Winter recess ends.
25 Jan.	Thursday	Examinations begin.
3 Feb.	Saturday	First term ends.

SEPTEMBER—1910							MARCH—1911							SEPTEMBER—1911						
S.	M.	T.	W.	T.	F.	S.	S.	M.	T.	W.	T.	F.	S.	S.	M.	T.	W.	T.	F.	S.
..	1	2	3	1	2	3	4	1	2
4	5	6	7	8	9	10	5	6	7	8	9	10	11	3	4	5	6	7	8	9
11	12	13	14	15	16	17	12	13	14	15	16	17	18	10	11	12	13	14	15	16
18	19	20	21	22	23	24	19	20	21	22	23	24	25	17	18	19	20	21	22	23
25	26	27	28	29	30	..	26	27	28	29	30	31	..	24	25	26	27	28	29	30
..
OCTOBER—1910							APRIL—1911							OCTOBER—1911						
..	5	6	1	4	5	6	7	1	2	3	4	5	6	7
2	3	4	5	6	7	8	2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	23	24	25	26	27	28	29	29	30	31
30	31	30
NOVEMBER—1910							MAY—1911							NOVEMBER—1911						
..	1	2	3	1	2	3	4	5	1	2	3	4	5
6	7	8	9	10	11	12	7	8	9	10	11	12	13	6	7	8	9	10	11	12
13	14	15	16	17	18	19	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	28	29	30	31	26	27	28	29	30
..
DECEMBER—1910							JUNE—1911							DECEMBER—1911						
..	1	2	3	7	8	9	10	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	31	25	26	27	28	29	30	..	24	25	26	27	28	29	30
..	31
JANUARY—1911							JULY—1911							JANUARY—1912						
1	2	3	4	5	6	7	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	8	9	10	11	12	13	14	14	15	16	17	18	19	20
15	16	17	18	19	20	21	15	16	17	18	19	20	21	21	22	23	24	25	26	27
22	23	24	25	26	27	28	22	23	24	25	26	27	28	28	29	30	31
..	30	31
FEBRUARY—1911							AUGUST—1911							FEBRUARY—1912						
..	1	2	3	4	1	2	3	4	5	1	2	3
5	6	7	8	9	10	11	6	7	8	9	10	11	12	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	27	28	29	30	31	25	26	27	28	29
..

TRUSTEES

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OFFICE AT ADELBERT COLLEGE

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University in 1903 was rendered possible by a generous gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the students.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building a station of the Cleveland Public Library which, though conducted by the staff of the School, is open to the community at large. The collection numbers about 2000 volumes. Several typewriters are installed in one room, exclusively for student use, and a complete equipment for book binding is owned.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

The purpose of the course is (a) to present systematically and comparatively present day practical methods of conducting libraries and (b) to familiarize the student with the resources in books and other material, available for use in libraries.

FACULTY

- CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.
- WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean.
Lecturer on Library Administration.
- JULIA MARGARET WHITTLESEY, B. L., B. L. S., 2126 E. 93rd Street
Director.
Instructor in Classification, Subject Headings, Selection of Books, and Library History.
- ADELAIDE FRANCES EVANS, 11432 Mayfield Road
Instructor in Cataloguing, Loan Work, and Supervisor of Technical Practice Work.
- THIRZA EUNICE GRANT, A. B., 9735 Woodward Court
Instructor in Accession and Shelf Department Work, and Assistant Supervisor of Technical Practice Work.
- BERTHA BARDEN, A. M., 3049 Somerton Road, Mayfield Heights
Instructor in Cataloguing and Reviser.
- LINDA ANNE EASTMAN, 2126 Fairmount Road
Instructor in Library Administration, Extension and Supervision.
- HERBERT S. HIRSHBERG, A. B., B. L. S., 1380 Mathews Avenue, Lakewood
Instructor in Reference Work.
- GEORGE FRANKLIN STRONG, A. B., B. L. S., 10205 Euclid Avenue
Instructor in Reference Work, and Trade Bibliography.
- CAROLINE BURNITE, The Plaza, Prospect Avenue
Instructor in Work with Children.
- GERTRUDE STILES, 1824 E. 79th Street
Instructor in Bookbinding and Repair.

LECTURERS

- EFFIE LOUISE POWER, Pittsburgh, Pa.
Lecturer on Work with Children.
- AZARIAH SMITH ROOT, A. M., Oberlin
Lecturer on Book Printing and Illustrating.
- ALLEN DUDLEY SEVERANCE, A. M., B. D., Cleveland
Lecturer on Bibliography.
- ALICE SARAH TYLER, Des Moines, Iowa
Lecturer on Library Administration and Library Commission Work.
- ANNA GILKESON HUBBARD, Cleveland
Lecturer on Book-buying.

SPECIAL LECTURERS FOR 1909-10

CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.
Literature of Economics.

ELBERT JAY BENTON, Professor of History, Adelbert College.
Historical Literature.

OLIVER FARRAR EMERSON, Professor of English, Adelbert College.
Literary Criticism.

GILBERT O. WARD, Technical High School.
Technical Literature.

MARY KEFFER, Professor of Art History, Lake Erie College.
Art Literature.

MRS. AMY STURTEVANT HOBART,
Librarian of Stations Department, Cleveland Public Library.
The Right Book for the Reader.

BESSIE SARGEANT SMITH,
Librarian of Carnegie West Branch, Cleveland Public Library.
The Selection of Fiction.

ANNA G. HUBBARD, Order Librarian, Cleveland Public Library.
Problems in Book-buying.

ANNIE SPENCER CUTTER,
Supervisor of School Libraries, Cleveland Public Library.
Work with Schools.

MRS. GUDRUN THORNE-THOMSEN, School of Education, Chicago University.
Children's Literature.

JAMES I. WYER, JR.,
Director of New York State Library and State Library School.
* *The Point of View.*
* *What Americans Read.*

THEODORE W. KOCH, Librarian of University of Michigan Library.
Administration of College Libraries.

LIBRARIANS HAVING SUPERVISION OF THE TRAINING FOR 1910-11 OF
LIBRARY SCHOOL STUDENTS IN LOAN PRACTICE WORK

MRS. ELEANOR LEDBETTER, Broadway Branch, Cleveland Public Library.

BESSIE SARGEANT SMITH, Carnegie West Branch, Cleveland Public Library.

HERMINE A. SIMON, Hough Branch, Cleveland Public Library.

MILDRED C. WOOD, Woodland Branch, Cleveland Public Library.

MRS. MINNIE B. PAOLI, Circulating Department, Cleveland Public Library.

GEORGE F. STRONG, Adelbert College Library, Western Reserve University.

CAROLINE E. WATERS,
College for Women Library, Western Reserve University.

OTHER OFFICERS

JOHN DICKERMAN, 1594 E. 115th Street
Treasurer.

NELLE CURTISS WHITE, 1903 E. 84th Street
Secretary.

*On the Alumni Lectureship Foundation.

STUDENTS

REGULAR STUDENTS

Mildred Mary Burke	<i>Cleveland</i>	9208 Hough Ave.
Elizabeth Agnes Cummings A. B. Wilson College, 1909.	<i>Madison</i>	9006 Miles Park Ave.
Mabelle Claire Darby A. B., College for Women, Western Reserve University, 1910.	<i>Cleveland</i>	1077 E. 105th St.
Rose Laura Eichenbaum	<i>Cleveland</i>	5000 Woodland Ave.
Florence Marguerite Gifford College for Women, Western Reserve University, 1907-09.	<i>Cleveland</i>	1921 E. 66th St.
Grace Edna Haughton Michigan State Normal College, 1908-09; University of Michigan, 1907-08, 1909-10.	<i>Toledo</i>	11430 Fairchild Ave.
Mabel Marie Hawthorne A. B., College for Women, Western Reserve University, 1910.	<i>Cambridge</i>	Haydn Hall.
Annabel Learned	<i>Granville</i>	Haydn Hall.
Vivien Charlotte Mackenzie Ph. B., Hiram College, 1904.	<i>Cleveland</i>	1704 E. 86th St.
Igerna Ardelia Mears	<i>Cleveland</i>	3901 Pensacola Ave.
Ida Zoe Pickens Grove City College, 1907-08.	<i>Poland</i>	1977 E. 116th St.
Elizabeth May Richards College for Women, Western Reserve University, 1908-09.	<i>Willoughby</i>	Haydn Hall.
Mary Eleanor Short	<i>Painesville</i>	10306 Franklin Ct.
Harriet Ballou Smith Denison College, 1908-09.	<i>Granville</i>	Haydn Hall.
Marion Dickinson Warner Syracuse University Library School, 1908-09; Syracuse University, 1909-10.	<i>Malone, N. Y.</i>	Haydn Hall.
Grace Evylin Windsor	<i>Pittsburgh, Pa.</i>	11430 Fairchild St.

REGULAR STUDENTS 16.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course.

The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1911.

Marie Eugenia Cahill	1691 E. 82nd St.
Eva Millward Morris	Nottingham.
Smith College, 1901-03.	
Helen Grace Prouty	3890 W. 23rd St.
Emelia Elizabeth Wefel	5826 Cable Ave.

The following students are taking one or more courses in the School this year:

Harriet Boewig	4501 Prospect Ave.
B. S., University of Pennsylvania, 1901.	
Ida B. Coon	2195 E. 105th St.
Ethel B. Copland	13020 Euclid Ave.
Estelle A. Davies	9112 Wade Park Ave.
Viola Dickey	West Mentor.
Ethel E. Emery	1720 E. 115th St.
Ph. B., College for Women, Western Reserve University, 1900.	
Grace M. Fuhrmeyer	6718 Union Ave.
Jessie M. Fulton	1347 E. 114th St.
Norma Herr	The Pelton, W. 14th St.
Anna M. Kramer	2910 Jay Ave.
Carrie L. Kraus	6703 Superior Ave.
A. B., College for Women, Western Reserve University, 1905; A. M., 1906.	
Leonore M. Lingan	10109 Pierpont Ave.
Mary Mellon	Y. W. C. A.
A. B., Pennsylvania College for Women, 1908.	
Pauline Reich	3312 Marvin Ave.
Mary E. Rodhouse	1948 E. 97th St.
A. B., Oberlin College, 1905.	
Margaret Rusbatch	1786 E. 89th St.
Katherine V. Schnell	3625 Woodland Ave.
A. B., College for Women, Western Reserve University, 1910.	
Florence Slater	10812 Columbia Ave.
Mabel Clare Smith	3799 W. 36th St.
College for Women, Western Reserve University, 1898-99.	
Lola E. Sullivan	1483 Rosewood Ave.
Katherine Sypher	3659 Carnegie Ave.

Leta E. Towner	1935 E. 57th St.
A. B., State University of Iowa, 1910.	
Margaret P. Truby	Painesville.
Pearl G. Ware	9510 Dennison Ave.
	SPECIAL STUDENTS 28.

The School also offers a separate course of lectures to the apprentices in the Cleveland Public Library. For description of this course, see p. 20.

The following are registered for the course:

May L. Adams	1206 E. 105th St.
Grace Burnap	39 Idlewood Ave.
Elizabeth Briggs	2162 E. 86th St.
Edna M. Collister	Painesville.
Florene L. Cottral	1290 Lakeland Ave.
Myra G. Cowles	9106 Miles Park Ave.
Anna L. Gates	South Euclid.
Irene Grimm	3902 W. 36th St.
Mildred Ingham	1326 W. 85th St.
Jessie L. Lindo	632 E. 109th St.
Ella McGraw	3218 W. 94th St.
Helena A. Miller	1393 E. 110th St.
Mildred Parr	1191 E. 87th St.
Helen L. Plasman	8400 Hough Ave.
Bessie Roodman	3002 Scovill Ave.
Clara L. Schafer	5722 Kinsman St.
Esther M. Sinclair	619 E. 115th St.
Anna L. Sloan	6613 Clinton Ave.
Frances Wood	582 E. 103rd St.
Mary E. Yearley	2231 E. 85th St.
	APPRENTICES 20.

SUMMARY

Regular Students	16
Special Students	28
Apprentices	20
Total	<hr/> 64

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information, and in two languages, one of which must be a modern. (See at end of catalogue a sample set of examination questions which show their character and scope.) The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact, that, generally speaking, high school and college courses are the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

A month's preliminary practice in an approved library is required of all candidates who have not had accredited library experience. This practice can be taken any time between the passing of the examinations and the opening of the School and may be arranged for through the Director of the School.

Persons under twenty years of age are not ordinarily admitted to the regular class and those over thirty-five years who have not had considerable previous library experience are advised not to take up the work.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them the best fitted for the work.

The examinations will be held at the School on Friday and Saturday, June 16th and 17th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School, as a personal acquaintance with candidates is very desirable.

Although at the option of the Faculty, entrance examination papers passed one year may be held over for the following year and thus the candidate be admitted without a second examination, it is done only in exceptional cases. Anyone, therefore, who has taken

the examinations and for any reason not been admitted but desires to enter the School a subsequent year should take up the matter of re-examination with the Director, before June.

Persons considering entering the School are supplied on request with the required form of application blank. This should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if a candidate after taking the examination is obliged to withdraw, the School should be notified as soon as possible. Applicants are admitted only at the beginning of the first semester.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to especially consider the following subjects: history, literature, modern languages (preferably French and German) as much work as possible; general or historical courses in art, economics, education, psychology and the sciences.

The ability to write a good library hand and to use the type-writer is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Accepted candidates are therefore advised to practice along these lines before entering. Samples of library hand-writing will be furnished to such candidates by the School.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

NOTE.—An average of three hours preparation is expected in connection with each class period of the bibliographical courses.

REFERENCE WORK

MR. HIRSHBERG

MR. STRONG

A study of the standard works of reference, as the general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. Lists of questions made up from practical experience are given and the methods of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. Attention is given to subject bibliographies in the reference books studied and their bearing on reference works. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. The course includes a brief survey of government publications emphasizing those which are of most value for reference use in the small library. 40 hours.

PUBLIC DOCUMENTS

The study of public documents is not given in a course by itself but taken up under the courses representing various phases of the subject,—e. g. reference use of documents in the reference course, cataloguing of documents in cataloguing, etc.

BIBLIOGRAPHY

MR. STRONG

MR. SEVERANCE

1. A study of trade and national bibliography especially of the United States and England. Familiarity with the works studied is gained through the solution of practical problems. The aim of the course is to give the student a practical working knowledge of the trade publications useful in the work of the order and catalogue departments.

2. A brief resumé of general and subject bibliography. 10 hours.

SELECTION OF BOOKS

MISS WHITTLESEY

A seminar course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of such means to that end as popular lectures, the publishing of book lists, insertion of reading slips into books, etc.; (c) a hasty survey of the literature of various subjects by specialists in those subjects. 35 hours.

TECHNICAL COURSES

NOTE.—An average of two hours laboratory work is required in connection with each class period in the technical courses.

ACCESSION DEPARTMENT

MISS GRANT

The records and technical routine for the intelligent and systematic conduct of the ordering of books are considered and discussed.

A study of the A. L. A. standard and condensed accession books and rules is made and other methods of keeping accession records are considered. The subjects of serials, gifts, withdrawals, and of the mechanical preparation of books for the shelves are included. 12 hours.

CATALOGUING

MISS EVANS

MISS BARDEN

Instruction is chiefly confined to dictionary cataloguing and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries, use of reference books in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

The A. L. A. Rules for an Author and Title Catalogue are followed, somewhat modified, and supplemented by typewritten rules for points not covered in the A. L. A. code and by sample cards illustrating all forms of entry. Other codes are consulted as references. 50 hours.

SUBJECT HEADINGS

MISS WHITTLESEY

Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. The work is largely based on the A. L. A. List of Subject Headings. 16 hours.

CLASSIFICATION

MISS WHITTLESEY

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of subject classification are laid down, a thorough study of Dewey's Decimal Classification (the system most commonly used today) is made as it would be applied in both a large and small library and other systems are described. 30 hours.

NOTE.—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry.)

BOOK NUMBERS

MISS GRANT

The question of the numbering of books for purposes of arrangement and differentiation. The Simplified Library School rules are taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Variation of usage for public and college libraries is considered. 6 hours.

SHELF-LISTING

MISS GRANT

Instruction in making a list of the books in the order of their shelf arrangement. It includes practice in the use of both cards and sheets. The subject of the taking of inventory is also discussed. 3 hours.

WRITING

MISS GRANT

MISS EVANS

NOTE TAKING AND LIBRARY HANDWRITING. The question of note taking is discussed in an introductory lecture, and suggestions as to methods of taking and preserving notes in convenient and usable form are given. The principles of library handwriting and rules and suggestions for acquiring it are also considered. Equal emphasis is laid upon script and print forms. Practice in the forms is required until proficiency is attained.

TYPEWRITING. The course consists of an introductory lecture and a required number of hours of individual practice under supervision. The practice includes both sheet and card work.

BOOKBINDING AND REPAIR

MISS STILES

A practical demonstration of bookbinding adapted to library use with careful attention to mending. Processes are explained by actual work. Different styles of binding and the use and comparative wearing qualities of materials are discussed. Practice work in choosing the appropriate binding for books according to their use, cost, quality and condition of paper, etc., is given; also a consideration of editions, regular and special, books bound from the sheets, re-inforced bindings and juvenile books. 10 hours.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION AND ADMINISTRATION

MISS EASTMAN

MR. BRETT

MISS TYLER

MISS WHITTLESEY

MISS EVANS

1. THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

2. SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

3. BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

4. THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

5. THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

6. REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

7. LIBRARY PUBLICATIONS. Seminar for report and discussion of library publications, such as periodicals, reports, catalogues and bulletins.

8. OFFICE ROUTINE AND WORK. A discussion of business principles and ethics, methods, correspondence forms, filing systems, proof reading, and kindred topics. Courses 1-8, 32 hours.

LIBRARY HISTORY

MR. ROOT (1)

MR. BRETT AND MISS WHITTLESEY (2)

1. HISTORY OF THE PRINTED BOOK. A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

2. Growth and present condition of American libraries including library schools, associations, and other organizations. 9 hours.

WORK WITH CHILDREN

MISS BURNITE

MISS POWER

A presentation of work with children for the general assistant and for the librarian of a small library. The topics of the lectures are as follows: principles of book selection, organization of a children's room

and its equipment, work with schools, methods of directing children's reading, library instruction in normal schools. A small amount of each student's practice time is given to a children's room. 15 hours.

LOAN WORK AND DISTRIBUTING SYSTEM

MISS EVANS

MISS EASTMAN

Comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 15 hours.

PRACTICAL WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practical work in the Cleveland libraries is required of all students in addition to class problems and practice work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries. 110 hours.
- (b) Technical work on books purchased for the East Station of the Cleveland Public Library which has been already mentioned in the General Statement concerning the Library School in this catalogue. This work covers all the steps in the process of preparing books for circulation. 90 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work, are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientele, conditions surrounding, and methods of work

in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

For the first part of the year the visits are confined to Cleveland. In the spring trips are made to other places,—Pittsburgh and its vicinity and various towns in Ohio having been selected in turn, as objective points.

APPRENTICE COURSE

The aim of this course is to give such instruction to apprentices in the Cleveland Public Library concerning the methods in that library as will enable them to intelligently enter into its work.

The lectures in technical work are given by resident members of the Library School faculty and cover in a condensed and elementary way the Cleveland Public Library system of recording book loans, the use of an accession book, the classification of books on the shelves, the making of catalogue entries, shelf-list cards, book cards, etc.

Other lectures taking up more general features of the work and the relations of the assistant to it are given by members of the faculty who are also on the staff of the Public Library.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for from \$6 to \$8 a week.

POSITIONS

The School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country. At the end of this catalogue is a list of positions held by our graduates which shows their geographical range.

METHODS OF INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lecture and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

The School offers neither a summer course nor a correspondence course.

SPECIAL LECTURES

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through informal talks upon special phases of library

work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

There has been established during the past year a lectureship endowed by the Alumni Association of the Library School. The purpose of this lectureship is to provide one or more lectures a year on some subject of general library interest to be given by persons of experience and recognized ability in the library field.

LIBRARIES

The students have the use of the following libraries for study and reference:

The library of Adelbert College, occupying a building on the campus within convenient reach of Adelbert Hall and having a collection of 70,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public Library numbering about 420,000 volumes, seven branches, twelve sub-branches and thirty-three stations. The extensions of the Public Library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case Library with a fine general collection of over 75,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students :—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Ave. S. E.

The Cleveland Law Library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

For further information address the Director, Julia M. Whittlesey, Library School, Western Reserve University.

COMPLETE LIST OF STUDENTS HOLDING CERTIFICATES, 1905-10.

- Edna Isabel Allyn, '05,
Librarian, Association Library of Honolulu, Hawaii.
- Helen Arnet, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Bertha R. Barden, '07,
Instructor in Cataloguing, and Reviser, Western Reserve Library School.
- Helen M. Beale, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Nina C. Brotherton, '07,
Children's Librarian, Broadway Branch, Public Library, Cleveland.
- Hazel Louise Brown, '09,
Assistant, Public Library, Grand Rapids, Michigan.
- Alicia Burns, '08,
Librarian, Lincoln High School Branch, Public Library, Cleveland.
- Agnes Burns, '07,
Coshocton, Ohio.
- Hattie M. Callow, '10,
Assistant, Circulating Department, Public Library, Cleveland.
- Constance Stager Calkins, '10,
Librarian, Central High School Branch, Public Library, Cleveland.
- Ruth E. Charles, '10,
Assistant, Circulating Department, Public Library, Cleveland.
- Cordelia Elizabeth Claflin, '09,
Assistant, Adelbert College Library, Western Reserve University, Cleveland.
- Elizabeth Marian Comings, '06,
Librarian, Public Library, Elyria, Ohio.
- Edith Louise Cook, '09,
Assistant, Woodland Branch, Public Library, Cleveland.
- Blanche Joanna Disette, '06,
Now Mrs. H. N. Matzen, 6702 Lucerne Ave., Cleveland.
- Edith Leona Eastman, '07,
Assistant Librarian, Wesleyan University, Middletown, Conn.
- Ruth M. Ellis, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Elizabeth Louise Elterich, '08,
Cataloguer, Carnegie Free Library, Allegheny, Penna.
- Mary Lillian Ely, '07,
Supervisor of Work with Children, Public Library, Dayton, Ohio.
- Mary D. Enoch, '10,
Assistant, Glenville Branch, Public Library, Cleveland.
- Ethel H. Fitch, '10,
Assistant Cataloguer, Public Library, Cincinnati, Ohio.
- Jennie Maas Flexner, '09,
Classifier, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05,
Sea Cliff, Long Island, N. Y.

- Harriet Anna Gage, '06,
Now Mrs. Arthur W. Heyer, Chester, Illinois.
- Alice Gertrude Gaylord, '06,
Assistant, Public Library, Duluth, Minn.
- Emma A. Geisler, '10,
Assistant, Public Library, Canton, Ohio.
- Florence Louise Gilbert, '08,
Assistant, Catalogue and Reference Departments, Public Library, Cincinnati, O.
- Thirza Eunice Grant, '08,
Instructor in Accession and Shelf Department Work, and Assistant Supervisor
of Technical Practice Work, Western Reserve Library School.
- Theodosia Estelle Hamilton, '07,
Librarian, Simpson College Library, Indianola, Iowa.
- Juliet Alice Handerson, '08,
Assistant, Circulating Department, Public Library, Cleveland.
- Ruth Adaline Hapgood, '08,
Cataloguer, Children's Books, Public Library, Cleveland.
- Edith Mabel Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel Louise Hines, '09,
First Assistant, Broadway Branch, Public Library, Cleveland.
- Mrs. Amy Sturtevant Hobart, '06,
Supervisor of Stations Department, Public Library, Cleveland.
- Else M. Horr, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Frances Charlotte Hunter, '06,
Librarian, High School Library, Dayton, Ohio.
- Edith Maude Jones, '08,
Care of Taylor & Boggis Foundry Company, Cleveland.
- Mabel Delle Jones, '08,
Librarian, Public Library, Charleston, West Virginia.
- Ethel Marjorie Knapp, '07,
Librarian, Public Library, Mt. Vernon, Ohio.
- Alice Josephine Kozlik, '09,
Assistant, South Side Branch, Public Library, Cleveland.
- Richard Alexander Lavell, '05,
Superintendent of Branches and Stations, Public Library, Minneapolis, Minn.
- Edith Clare Lawrence, '09,
Cataloguer, Oahu College Library, Honolulu, Hawaii.
- Nora Carroll Levinger, '09,
Assistant, Public Library, Cleveland.
- Cecelia Lewis, '09,
Assistant, Circulating Department, Public Library, Buffalo, N. Y.
- Evelyn Maude Lotz, '09,
Kinsman, Ohio.
- Nellie May Leuhrs, '07,
Librarian, Temple Sub-branch, Public Library, Cleveland.
- Frances Henrietta Lynch, '05,
40 Park Street, Northampton, Mass.

- Marie O. McCambridge, '10,
Assistant, Rueben McMillan Free Library, Youngstown, Ohio.
- Elsie McPherson, '09,
4216 North 43rd Ave., Irving Park, Illinois.
- Effie Marian Marshall, '08,
Now Mrs. Fred Menke, The Carolina, West 112th Street, Cleveland.
- Phyllis McFarland Martin, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Mrs. Adaline Crosby Merrill, '08,
Librarian, Lake Erie College Library, Painesville, Ohio.
- Zana Kate Miller, '05,
Assistant, Legislative Reference Library, Madison, Wisconsin.
- Alice L. Morris, '10,
Assistant Cataloguer, State Library, Columbus, Ohio.
- Louise B. Myers, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Harriett E. Neufer, '10,
Assistant, Brooklyn Sub-branch, Public Library, Cleveland.
- Mabel Newhard, '06,
Librarian, Public Library, Virginia, Minn.
- Magdalene Rutan Newman, '05,
Cataloguer, Marietta College Library, Marietta, Ohio.
- Mary R. Norton, '10,
10816 Grantwood Ave., Cleveland.
- Stella Charlotte Norton, '09,
Assistant, Catalogue Department, Public Library, Cleveland.
- Mildred Florence Parsons, '07,
Chardon, Ohio.
- Lillian M. Patterson, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Vera A. Price, '10,
Assistant, Circulating Department, Public Library, Cleveland.
- Edythe Eveline Prouty, '08,
Assistant, Stations Department, Public Library, Cleveland.
- Ernest James Reese, '05,
Librarian, Oahu College Library, Honolulu, Hawaii.
- Marguerite Burnet Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati, Ohio.
- Rena Richards, '06,
Librarian, Public Library, Clyde, Ohio.
- Mrs. Florence Holmes Ridgway, '09,
Cataloguer, Berea College Library, Berea, Ky.
- Edith Mabel Roberts, '08,
Cataloguer, Public Library, Canton, Ohio.
- Jennie Ellen Roberts, '06,
Head Cataloguer, Iowa State University Library, Iowa City, Iowa.
- Emeretta G. Root, '07,
Now Mrs. Renier J. Straeton, 1004 Park Road, Washington, D. C.

- Frances Elizabeth Root, '05,
Now Mrs. Albert K. Hibbard, Sheffield, Ohio.
- Louise Catherine Sadlier, '07,
Assistant, Adelbert College Library, Western Reserve University, Cleveland.
- Martha Clark Sanborn, '09,
Assistant, Iowa College Library, Grinnell, Iowa.
- Marian Spencer Skeeel, '08,
Librarian, Mechanic's Library, Lancaster, Penna.
- Jessie Helen Starr, '09,
Assistant, Children's Department, Public Library, Cleveland.
- Helen Jane Stearns, '05,
Cataloguer, University of Wisconsin Library, Madison, Wis.
- Elizabeth Kissick Steele, '09,
Librarian, Public Library, Lorain, Ohio.
- Ellen Gilman Stocker, '09,
Assistant, P. M. Musser Public Library, Muscatine, Iowa.
- Luella Evelyn Stollberg, '08,
Assistant, Glenville Branch, Public Library, Cleveland.
- Wilda Claire Strong, '08,
First Assistant, Alliance Sub-branch, Public Library, Cleveland.
- Minnie McDaniel Sweet, '08,
Assistant, Order Department, Public Library, Cleveland.
- Myrtle M. Sweetman, '09,
Assistant, Children's Department, Public Library, Cleveland.
- Nouvart Hagop Tashjian, '08,
Assistant, Catalogue Department, Library of Congress, Washington, D. C.
- Sarah A. Thomas, '10,
Assistant Children's Librarian, Alliance Sub-branch, Public Library, Cleveland.
- Eliza Ellen Townsend, '05,
Superintendent of Branch Work and Work with Children, Public Library,
Spokane, Washington.
- Carl Peter Paul Vitz, '05,
Director's Assistant, New York State Library, Albany, New York.
- Mary Mabel Vogely, '10,
Assistant, Hiram House Sub-branch, Public Library, Cleveland.
- Mary Scott Wallis, '06,
Librarian, Department of Legislative Reference, City Hall, Baltimore, Maryland.
- Helen M. Watterson, '10,
Librarian, East High School Branch, Public Library, Cleveland.
- Martha Wilson, '05,
Librarian, Minnesota State Commission, St. Paul, Minnesota.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2 and 3, and any seven of the others).

1. Mention several authors writing within the last twenty years or so, whom you consider to have made real contributions to literature. What are some of their books?
2. Outline the life and work of one of the following American authors: Edgar Allen Poe; Nathaniel Hawthorne; Louisa M. Alcott.
3. Write about a page in discussion of one of the following topics:
 Tennyson's "In memoriam"
 Famous English letter writers
 Milton's place in English poetry
 Present day English poetry
4. Discuss briefly the part which the South has played in American literature.
5. Name two poets and two dramatists of the Elizabethan era besides Shakespeare.
6. Group around two of the following, other names of authors or noted persons associated with them:
 Dante Gabriel Rossetti
 Samuel Johnson
 William Wordsworth
 Ralph Waldo Emerson
7. Discuss briefly the place of the Bible in literature, tell the different literary forms represented in it and name one book in the Bible which illustrates each form.
8. What cycle of myths has been utilized by a great German composer in a series of operas? What cycle of mediaeval legends has been utilized by an English poet in a series of poems?
9. Why does Greek literature take such a preëminent place in the field of literature?
10. Mention two of the works of each of the following authors: Moliere; Henry Van Dyke; Lord Macaulay; Schiller; Thomas Bailey Aldrich.
11. Mention author and title of the writings in which the following characters are portrayed: (Answer ten).

Beatrice	John Ridd	Una
Sancho Panza	Sir Lancelot	Tito Melema
Little Nell	Fantine	Hester Prynne
Caponsacchi	Jessica	Charley Steele
Peter Pan	Uriah Heap	Ichabod Crane

12. Who wrote The excursion; Samson Agonistes; Poor Richard's almanac; Representative men; Divine comedy; Wilhelm Meister's apprenticeship; Passing of Arthur; Prisoner of Chillon; Lady of the Lake; Heart of Midlothian; Hazard of new fortunes; Anna Karenina; The Sunken bell. (Answer ten).
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GENERAL HISTORY AND CURRENT INFORMATION.

(Answer questions 1, 8, 9, and any seven of the others).

1. Compare the American and French revolutions, especially as to causes and results. (About one page).
2. What events in American history have our great expositions commemorated?
3. Mention the wars in which the U. S. navy has taken prominent part and the most important naval battles and commanders of these wars.
4. Outline development of U. S. history from the civil war to the Spanish war.
5. Write a short account of the reign of Queen Victoria, giving approximate dates of the reign.
6. Name three nations of antiquity and mention the distinctive characteristics of the civilization of each.
7. State several events which make the 15th century noted in history.
8. What is suggested to your mind by the following: Ides of March; Merlin; Louisiana purchase; Lion of Lucerne; Cripple Creek; Field of cloth of gold; Ku-Klux clan; Treaty of Portsmouth; Notre Dame; Commune; Venus; Spanish Armada; Battle of Marathon; Fleur de lis. (Choose any ten).
9. Discuss briefly some current philanthropic or educational subject in which you are interested.
10. Name ten of the leading colleges or universities in the U. S. with location of each. State also whether open to men or women, or both.
11. Mention three prominent newspapers of the country and characterize the political views of each.
12. Name: two composers of grand opera
 one German statesman
 two modern scientists
 two mural artists
 two sculptors
 two educators
 one English architect.

FRENCH.

Translate without a dictionary:

Adieux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancholie. Cette fois elle craignait et désirait que et fût pour toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérie; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se courvant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie viel Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hiess die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass die Sage, dass gewisse Frauen zaubern können und auf der Ofengabel durch die Luft reiten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinen mancherlei, was ihm nützlich war, zum Beispiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspiese für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihm.

Ofengabel=oven fork

Hundswut=Hydrophobia

Lockspeise=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus in Rutenos missus eam civitatem Arvernus conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Caesar omnibus consiliis anteverendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, praesidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra praesidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impediabat; tamen discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finis Arvernorum pervenit.

anteverto=prefer

nix=snow

discutio=clear away



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CALENDAR

1911.

18-19 Sept.	Monday-Tuesday	Matriculation and registration.
19 Sept.	Tuesday	First term begins.
30 Nov.	Thursday	Thanksgiving day.
21 Dec.	Thursday (evening)	Winter recess begins.

1912.

2 Jan.	Tuesday (evening)	Winter recess ends.
25 Jan.	Thursday	Examinations begin.
3 Feb.	Saturday	First term ends.
4 Feb.	Sunday	Day of prayer for colleges.
5 Feb.	Monday	Second term begins.
22 Feb.	Thursday	Washington's birthday.
3 April	Wednesday (evening)	Easter recess begins.
10 April	Wednesday (evening)	Easter recess ends.
29 May	Wednesday	General examinations begin.
30 May	Thursday	Memorial day.
9 June	Sunday	Baccalaureate sermon.
10 June	Monday	Luncheon for Graduates
13 June	Thursday	COMMENCEMENT.
14-15 June	Friday-Saturday	Examinations for admission.

SUMMER VACATION OF THIRTEEN WEEKS.

16-17 Sept.	Monday-Tuesday	Matriculation and registration.
17 Sept.	Tuesday	First term begins.
28 Nov.	Thursday	Thanksgiving day.
21 Dec.	Saturday (evening)	Winter recess begins.

1913.

2 Jan.	Thursday (evening)	Winter recess ends.
23 Jan.	Thursday	Examinations begin.
1 Feb.	Saturday	First term ends.

SEPTEMBER—1911								MARCH—1912								SEPTEMBER—1912								
S.	M.	T.	W.	T.	F.	S.		S.	M.	T.	W.	T.	F.	S.		S.	M.	T.	W.	T.	F.	S.		
..	1	2		1	2		1	2	3	4	5	6	7		
3	4	5	6	7	8	9		3	4	5	6	7	8	9		8	9	10	11	12	13	14		
10	11	12	13	14	15	16		10	11	12	13	14	15	16		15	16	17	18	19	20	21		
17	18	19	20	21	22	23		17	18	19	20	21	22	23		22	23	24	25	26	27	28		
24	25	26	27	28	29	30		24	25	26	27	28	29	30		29	30		
..		31		
OCTOBER—1911								APRIL—1912								OCTOBER—1912								
1	2	3	4	5	6	7		..	7	8	9	10	11	12	13	..	6	7	8	9	10	11	12	
8	9	10	11	12	13	14		14	15	16	17	18	19	20	21		13	14	15	16	17	18	19	
15	16	17	18	19	20	21		21	22	23	24	25	26	27	28		20	21	22	23	24	25	26	
22	23	24	25	26	27	28		28	29	30		27	28	29	30	31	
..	
NOVEMBER—1911								MAY—1912								NOVEMBER—1912								
5	6	7	8	9	10	11		..	5	6	7	8	9	10	11	..	3	4	5	6	7	8	9	
12	13	14	15	16	17	18		12	13	14	15	16	17	18	19		10	11	12	13	14	15	16	
19	20	21	22	23	24	25		19	20	21	22	23	24	25	26		17	18	19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	31		24	25	26	27	28	29	30	
..	
DECEMBER—1911								JUNE—1912								DECEMBER—1912								
3	4	5	6	7	8	9		..	3	4	5	6	7	8		1	2	3	4	5	6	7		
10	11	12	13	14	15	16		9	10	11	12	13	14	15		15	16	17	18	19	20	21		
17	18	19	20	21	22	23		16	17	18	19	20	21											
24	25	26	27	28	29	30		23	24	25	26	27	28	29		22	23	24	25	26	27	28		
31		30		29	30	31		
JANUARY—1912								JULY—1912								JANUARY—1913								
7	8	9	10	11	12	13		7	8	9	10	11	12	13	..	5 <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td></td>	6	7	8	9	10	11		
14	15	16	17	18	19	20		14	15	16	17	18	19	20		12	13	14	15	16	17	18		
21	22	23	24	25	26	27		21	22	23	24	25	26	27		19	20	21	22	23	24	25		
28	29	30	31		28	29	30	31		26	27	28	29	30	31	..		
..		
FEBRUARY—1912								AUGUST—1912								FEBRUARY—1913								
4	5	6	7	8	9	10		4	5	6	7	8	9	10	11	..	2	3	4	5	6	7		
11	12	13	14	15	16	17		11	12	13	14	15	16	17	18		9	10	11	12	13	14		
18	19	20	21	22	23	24		18	19	20	21	22	23	24	25		16	17	18	19	20	21		
25	26	27	28	29		25	26	27	28	29	30	31	..		23	24	25	26	27	28		
..		

TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND
HIRAM C. HAYDN, D. D., LL. D., *Vice-President*, CLEVELAND
LIBERTY E. HOLDEN, A. M., CLEVELAND
EDWIN R. PERKINS, A. B., LL. D., CLEVELAND
SAMUEL MATHER, A. M., LL. D., CLEVELAND
J. HOMER WADE, A. M., CLEVELAND
WASHINGTON S. TYLER, CLEVELAND
JOHN H. McBRIDE, CLEVELAND
CHARLES L. PACK, LAKEWOOD, N. J.
ALFRED A. POPE, A. M., FARMINGTON, CONN.
LOUIS H. SEVERANCE, NEW YORK CITY
HENRY R. HATCH, CLEVELAND
WORCESTER R. WARNER, Sc. D., TARRYTOWN, N. Y.
ANDREW SQUIRE, LL. D., CLEVELAND
CHARLES W. BINGHAM, A. B., CLEVELAND
CHARLES F. BRUSH, Ph. D., LL. D., CLEVELAND
HORACE E. ANDREWS, A. B., CLEVELAND
JAMES D. WILLIAMSON, A. M., D. D., CLEVELAND
HOMER H. JOHNSON, A. M., LL. B., CLEVELAND
JOSEPH PERKINS CHAMBERLAIN, MIDDLEBURY, CONN.
AMBROSE SWASEY, CLEVELAND
LYMAN H. TREADWAY, CLEVELAND
WILLIAM G. MATHER, A. B., CLEVELAND
*WILLIAM E. CURTIS, A. B., WASHINGTON, D. C.

JOHN DICKERMAN, A. B., *Secretary and Treasurer*
OFFICE AT ADELBERT COLLEGE

*Deceased

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University in 1903 was rendered possible by a generous gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the student.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building a station of the Cleveland Public Library which, though conducted by the staff of the School, is open to the community at large. The collection numbers about 3,300 volumes. Several typewriters are installed in one room, exclusively for student use, and a complete equipment for bookbinding is owned.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

The purpose of the course is (a) to present systematically and comparatively present day practical methods of conducting libraries and (b) to familiarize the student with the resources in books and other material, available for use in libraries.

FACULTY

- CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.
- WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean.
Lecturer on Library Administration.
- JULIA MARGARET WHITTLESEY, B. L., B. L. S., 2126 E. 93rd Street
Director and (absent on leave)
Instructor in Classification, Subject Headings, Selection of Books, and
Library History.
- BESSIE SARGEANT SMITH, A. B., B. L. S., 3126 Prospect Avenue
Acting Director and
Instructor in Classification, Subject Headings, and Selection of Books.
- ADELAIDE FRANCES EVANS, 11432 Mayfield Road
Instructor in Cataloguing, Loan Work, and Supervisor of Technical
Practice Work.
- THIRZA EUNICE GRANT, A. B., 1852 E. 101st Street
Instructor in Accession and Shelf Department Work, and Assistant
Supervisor of Technical Practice Work.
- BERTHA BARDEN, A. M., 3049 Somerton Road, Mayfield Heights
Instructor in Cataloguing and Reviser.
- LINDA ANNE EASTMAN, 2126 Fairmount Road
Instructor in Library Administration, Extension and Supervision.
- GEORGE FRANKLIN STRONG, A. B., B. L. S., 11432 Mayfield Road
Instructor in Reference Work.
- HERBERT S. HIRSHBERG, A. B., B. L. S., 1380 Mathews Avenue, Lakewood
Instructor in Reference Work.
- CAROLINE BURNITE, 3206 Prospect Avenue
Instructor in Work with Children.
- GERTRUDE STILES, 1824 E. 79th Street
Instructor in Bookbinding and Repair.
- ANNA GILKESON HUBBARD, 3126 Prospect Avenue
Instructor in Trade Bibliography.

LECTURERS

- EFFIE LOUISE POWER, St. Louis, Mo.
Lecturer on Work with Children.
- AZARIAH SMITH ROOT, A. M., Oberlin
Lecturer on Book Printing and Illustrating.
- ALLEN DUDLEY SEVERANCE, A. M., B. D., Cleveland
Lecturer on Bibliography.
- ALICE SARAH TYLER, Des Moines, Ia.
Lecturer on Library Administration and Library Commission Work.

SPECIAL LECTURERS FOR 1910-11

CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.
Literature of Economics.

ELBERT JAY BENTON, Professor of History, Adelbert College.
Historical Literature.

MARY KEEFER, Professor of Art History, Lake Erie College.
Art Literature.

MRS. AMY STURTEVANT HOBART,
Librarian of Stations Department, Cleveland Public Library.
Books to be avoided with their Antidotes.

BESSIE SARGEANT SMITH,
Librarian of Carnegie West Branch, Cleveland Public Library.
Books good for the Soul.

ANNIE SPENCER CUTTER,
Supervisor of School Libraries, Cleveland Public Library.
Work with Schools.

LAURA H. WILD, Professor of Biblical History, Lake Erie College.
Biblical Literature.

†ARTHUR E. BOSTWICK, Librarian of the St. Louis Public Library.
Advertisement of Ideas.

†On the Alumni Lectureship Foundation.

LIBRARIANS HAVING SUPERVISION OF THE TRAINING FOR 1911-12 OF
LIBRARY SCHOOL STUDENTS IN LOAN PRACTICE WORK

MRS. ELEANOR LEDBETTER, Broadway Branch, Cleveland Public Library.
ROENA A. INGHAM, Carnegie West Branch, Cleveland Public Library.
HERMINE A. SIMON, Hough Branch, Cleveland Public Library.
RHODA C. SHEPARD, Miles Park Branch, Cleveland Public Library.
ELEANOR SUNDERLAND, St. Clair Branch, Cleveland Public Library.
MILDRED C. WOOD, Woodland Branch, Cleveland Public Library.
MRS. MINNIE B. PAOLI, Circulating Department, Cleveland Public Library.
GEORGE F. STRONG, Adelbert College Library, Western Reserve University.
CAROLINE E. WATERS, College for Women Library, Western Reserve University.

OTHER OFFICERS

JOHN DICKERMAN, 1594 E. 115th Street
Treasurer.
NELLE CURTISS WHITE, 1903 E. 84th Street
Secretary.

STUDENTS

REGULAR STUDENTS

Ruby Marsh Allen	<i>Detroit, Mich.</i>	8 Walton Ct. E. Cleveland
Oberlin College, 1906-07; A. B., Wellesley College, 1911.		
Martha Annette Daykin	<i>Cleveland</i>	2914 W. 14th St.
Smith College, 1904-06; College for Women, Western Reserve University, 1910-11.		
Lillian Amelia Dell	<i>Waits, N. Y.</i>	2260 E. 49th St.
Michigan State Normal College, 1907-09.		
Emma Caroline Gebauer	<i>Cleveland</i>	3596 Independence Rd.
Helen Loretta Greenamyre	<i>Cleveland</i>	1462 Ansel Rd.
College for Women, Western Reserve University, 1910-11.		
Jane Meade Harvie	<i>Danville, Va.</i>	Haydn Hall, College for Women
Randolph-Macon Institute, 1899-1900.		
Ruth Annah Haven	<i>Chatfield, Minn.</i>	Haydn Hall, College for Women
B. L., Carleton College, 1899; University of Minnesota, 1906-07.		
Jessie Lee Lindo	<i>Cleveland</i>	65 Grasmere St.
Ohio Wesleyan University, 1898-01.		
Beatrice Franks Margolies	<i>Cleveland</i>	2119 E. 46th St.
Helen Dorena Marvin	<i>Akron</i>	2052 Cornell Rd.
College for Women, Western Reserve University, 1909-11.		
Evelyn Celeste Oliver	<i>Lockport, N. Y.</i>	10506 Grantwood Ave.
Anna Laura Robson	<i>Berkeley, Cal.</i>	Haydn Hall, College for Women
University of California, 1908-10.		
Margaret Rusbatch	<i>Cleveland</i>	1786 E. 89th St.
Gordon Woods Thayer	<i>Cincinnati</i>	2100 Adelbert Rd.
A. B., Harvard University, 1906; A. M., 1907; University of Cincinnati, 1908-09.		
Ruth Moulton Tiffany	<i>Indiana, Pa.</i>	1977 E. 116th St.
B. E., Pennsylvania State Normal School, 1892; B. S., 1895.		
Abbie Irene Ward	<i>Cleveland</i>	2233 W. 91st St.
Margaret Elsa Wright	<i>Cleveland</i>	Haydn Hall, College for Women

REGULAR STUDENTS 17.

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course.

The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1912.

Ida Belle Coon	1790 Ansel Rd.
Ethel Barrows Copland	13020 Euclid Ave.
A. B., College for Women, Western Reserve University, 1908.	
Eva Millward Morris	Nottingham
Smith College, 1901-03.	
Florence Irene Slater	10812 Columbia Ave.

The following students are taking one or more courses in the School this year:

Amy M. Benner	1722 E. 85th St.
University of Kansas, 1906-08.	
Harriet Boewig	4501 Prospect Ave.
B. S., University of Pennsylvania, 1901.	
Grace A. Bohmer	3887 W. 23rd St.
Victoria Bronson	1937 E. 81st St.
Florence L. Cottrell	1290 Lakeland Ave.
Ohio Wesleyan University, 1906-08.	
Marie B. Fogg	1464 E. 116th St.
Grace M. Fuhrmeyer	6718 Union Ave.
Anna L. Gates	1508 Westwood Ave.
A. B., Hiram College, 1905.	
Irene R. Grimm	3902 W. 36th St.
Dora M. Kletzkini	2171 E. 40th St.
Anna M. Kramer	2910 Jay Ave.
Carrie L. Krauss	6703 Superior Ave.
A. B., College for Women, Western Reserve University, 1905; A. M., 1906.	
Leonore M. Lingan	10109 Pierpont Ave.
Helen L. Plasman	1563 E. 115th St.
Pauline Reich	3312 Marvin Ave.
Agnes S. Ryerson	4220 Prospect Ave.
Ohio State University, 1905-07.	
Lola E. Sullivan	1710 Prospect Ave.
Mrs. May M. Sweet	2124 Fairmount Rd.
Pearl G. Ware	9510 Dennison Ave.

SPECIAL STUDENTS 23.

The School also offers a separate course of lectures to the apprentices in the Cleveland Public Library. For description of this course, see page 19.

The following are registered for the course:

Clara A. Caldwell	1445 Elinwood Ave.
Clara H. Findling	22 Beaumont St.
Marjorie Lamprecht	2066 E. 77th St.
Ruth Leonard	12403 Miles Ave.
Lola A. Lowe	11849 Clifton Blvd.
Mabel Miller	858 E. 146th St.
Corinne A. Mitchell	638 E. 113th St.
Louise H. Peckinpaugh	6527 Hough Ave.
Dorothy E. Smith	6917 Euclid Ave.
	APPRENTICES 9.

SUMMARY

Regular Students	17
Special Students	23
Apprentices	9
Total	49

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information, and in two languages, one of which must be a modern. (See at end of catalogue a sample set of examination questions which show their character and scope.) The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact, that, generally speaking, high school and college courses are the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

A month's preliminary practice in an approved library is required of all candidates who have not had accredited library experience. This practice can be taken any time between the passing of the examinations and the opening of the School and may be arranged for through the Director of the Library School.

Persons under twenty years of age are not ordinarily admitted to the regular class and those over thirty-five years who have not had considerable previous library experience are advised not to take up the work.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them the best fitted for the work.

The examinations will be held at the School on Friday and Saturday, June 14th and 15th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School, as a personal acquaintance with candidates is very desirable.

Although at the option of the Faculty, entrance examination papers passed one year may be held over for the following year and thus the candidate be admitted without a second examination, it is done only in exceptional cases. Anyone, therefore, who has taken

the examinations and for any reason not been admitted but desires to enter the School a subsequent year, should take up the matter of re-examination with the Director before June.

Persons considering entering the School are supplied on request with the required form of application blank. This should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if a candidate after taking the examination is obliged to withdraw, the School should be notified as soon as possible. Applicants are admitted only at the beginning of the first semester.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to especially consider the following subjects: history, literature, modern languages (preferably French and German) as much work as possible; general or historical courses in art, economics, education, psychology and the sciences.

The ability to write a good library hand and to use the typewriter is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Accepted candidates are therefore advised to practice along these lines before entering. Samples of library hand-writing will be furnished to such candidates by the School.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

NOTE.—An average of three hours preparation is expected in connection with each class period of the bibliographic courses.

REFERENCE WORK

MR. STRONG

MR. HIRSHBERG

A study of the standard works of reference, as the general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. Lists of questions made up from practical experience are given and the methods of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. Attention is given to subject bibliographies in the reference books studied and their bearing on reference works. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. The course includes a brief survey of government publications emphasizing those which are of most value for reference use in the small library. 40 hours.

PUBLIC DOCUMENTS

The study of public documents is not given in a course by itself but taken up under the courses representing various phases of the subject,—e. g. reference use of documents in the reference course, cataloguing of documents in the cataloguing course, etc.

BIBLIOGRAPHY AND BOOK BUYING

MISS HUBBARD

MR. SEVERANCE

1. Practical study of book buying, its development, and the growth of trade bibliography in general, with emphasis more specifically laid on the American and English side. Familiarity with the work studied is gained through the solution of practical problems. The aim of the course is to give the student a practical working knowledge of the trade publications, such as are useful in the work of a Book Order Department.

2. A brief resumé of general and subject bibliography. 15 hours.

SELECTION OF BOOKS

MISS WHITTLESEY (absent on leave)

MISS SMITH

A seminar course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of such means to that end as popular lectures, the publishing of book lists, insertion of reading slips into books, etc.; (c) a hasty survey of the literature of various subjects by specialists in those subjects. 35 hours.

TECHNICAL COURSES

NOTE.—An average of two hours laboratory work is required in connection with each class period in the technical courses.

ACCESSION DEPARTMENT

MISS GRANT

The records and technical routine for the intelligent and systematic conduct of the ordering of books are considered and discussed.

A study of the A. L. A. standard and condensed accession books and rules is made and other methods of keeping accession records are considered. The subjects of serials, gifts, withdrawals, and of the mechanical preparation of books for the shelves are included. 10 hours.

CATALOGUING

MISS EVANS

MISS BARDEN

Instruction is chiefly confined to dictionary cataloguing and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries, use of reference books in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

The A. L. A. Rules for an Author and Title Catalogue are followed, somewhat modified, and supplemented by typewritten rules for points not covered in the A. L. A. code and by sample cards illustrating all forms of entry. Other codes are consulted as references. 50 hours.

SUBJECT HEADINGS

MISS WHITTLESEY (absent on leave)

MISS SMITH

Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. The work is largely based on the A. L. A. List of Subject Headings. 16 hours.

CLASSIFICATION

MISS WHITTLESEY (absent on leave).

MISS SMITH

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of subject classification are laid down, a thorough study of Dewey's Decimal Classification (the system most commonly used today) is made as it would be applied in both a large and small library and other systems are described. 30 hours.

NOTE.—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry.)

BOOK NUMBERS

MISS GRANT

The question of the numbering of books for purposes of arrangement and differentiation. The Simplified Library School Rules are taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Variation of usage for public and college libraries is considered. 6 hours.

SHELF-LISTING

MISS GRANT

Instruction in making a list of the books in the order of their shelf arrangement. It includes practice in the use of both cards and sheets. The subject of the taking of inventory is also discussed. 3 hours.

WRITING

MISS GRANT

MISS EVANS

NOTE TAKING AND LIBRARY HANDWRITING. The question of note taking is discussed in an introductory lecture, and suggestions as to methods of taking and preserving notes in convenient and usable form are given. The principles of library handwriting and rules and suggestions for acquiring it are also considered. Equal emphasis is laid upon script and print forms. Practice in the forms is required until proficiency is attained.

TYPEWRITING. The course consists of an introductory lecture and a required number of hours of individual practice under supervision. The practice includes both sheet and card work.

BOOKBINDING AND REPAIR

MISS STILES

A practical demonstration of bookbinding adapted to library use with careful attention to mending. Processes are explained by actual work. Different styles of binding and the use and comparative wearing qualities of materials are discussed. Practice work in choosing the appropriate binding for books according to their use, cost, quality and condition of paper, etc., is given; also a consideration of editions, regular and special, books bound from sheets, re-inforced bindings and juvenile books. 10 hours.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION AND ADMINISTRATION

MISS EASTMAN

MR. BRETT

MISS TYLER

MISS WHITTLESEY (absent on leave).

MISS SMITH

MISS EVANS

1. THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

2. SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

3. BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

4. THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

5. THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

6. REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

7. LIBRARY PUBLICATIONS. Seminar for report and discussion of library publications, such as periodicals, reports, catalogues and bulletins.

8. OFFICE ROUTINE AND WORK. A discussion of business principles and ethics, methods, correspondence forms, filing systems, proof reading, and kindred topics. Courses 1-8, 32 hours.

LIBRARY HISTORY

MR. ROOT (1)

MR. BRETT AND MISS WHITTLESEY (absent on leave) (2)

1. HISTORY OF THE PRINTED BOOK. A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

2. Growth and present conditions of American libraries including library schools, associations, and other organizations. 9 hours.

WORK WITH CHILDREN

MISS BURNITE

MISS POWER

A presentation of work with children for the general assistant and for the librarian of a small library. The topics of the lectures are as follows: principles of book selection, organization of a children's room and its equipment, work with schools, methods of directing children's reading, library instruction in normal schools. A small amount of each student's practice time is given to the children's room. 15 hours.

LOAN WORK AND DISTRIBUTING SYSTEMS

MISS EVANS

MISS EASTMAN

Comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, loan statistics, health reports, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 15 hours.

PRACTICAL WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practical work in the Cleveland libraries is required of all students in addition to class problems and practice work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries. 110 hours.
- (b) Technical work on books purchased for the East Station of the Cleveland Public Library which has been already mentioned in the General Statement concerning the Library School in this catalogue. This work covers all the steps in the process of preparing books for circulation. 75 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientele, conditions surrounding, and method of work in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

For the first part of the year the visits are confined to Cleveland. In the spring trips are made to other places,—Pittsburgh and its vicinity and various towns in Ohio having been selected in turn, as objective points.

APPRENTICE COURSE

The aim of this course is to give such instruction to apprentices in the Cleveland Public Library concerning the methods in that library as will enable them to intelligently enter into its work.

The lectures in technical work are given by resident members of the Library School faculty and cover in a condensed and elementary way the Cleveland Public Library system of recording book loans, the use of the accession book, the classification of books on the shelves, the making of catalogue entries, shelf-list cards, book cards, etc.

Other lectures taking up more general features of the work and the relations of the assistant to it are given by members of the faculty who are also on the staff of the Public Library.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for from \$6 to \$8 a week.

POSITIONS

The School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country. At the end of this catalogue is a list of positions held by our graduates which shows their geographical range.

METHODS OF INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lecture and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

The School offers neither a summer course nor a correspondence course.

SPECIAL LECTURES

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in

Cleveland. Through informal talks upon special phases of library work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

There has been established recently a lectureship endowed by the Alumni Association of the Library School. The purpose of this lectureship is to provide one or more lectures a year on some subject of general library interest to be given by persons of experience and recognized ability in the literary field.

LIBRARIES

The students have the use of the following libraries for study and reference:

The library of Adelbert College, occupying a building on the campus within convenient reach of Adelbert Hall and having a collection of 73,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public Library numbering about 430,000 volumes, eight branches, eleven sub-branches and thirty-six stations. The extensions of the Public Library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case Library with a fine general collection of over 75,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Avenue, S. E.

The Cleveland Law Library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

Students of the Library School are admitted without extra charge to such classes in Adelbert College, the College for Women, and the Graduate School, as they are fitted to enter. They also have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

For further information address the Director, Julia M. Whittlesey, Library School, Western Reserve University.

COMPLETE LIST OF STUDENTS HOLDING CERTIFICATES, 1905-11.

-
- Edna Isabel Allyn, '05,
Librarian, Association Library of Honolulu, Hawaii.
- Helen Arnet, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Bertha R. Barden, '07,
Instructor in Cataloguing, and Reviser, Western Reserve Library School.
- Helen M. Beale, '10,
Assistant, Adelbert College and College for Women Libraries, Western Reserve University.
- Nina C. Brotherton, '07,
Children's Librarian, Broadway Branch, Public Library, Cleveland.
- Hazel Louise Brown, '09,
Assistant, Public Library, Grand Rapids, Michigan.
- Mildred M. Burke, '11,
Assistant, Woodland Branch, Public Library, Cleveland.
- Alicia Burns, '08,
Librarian, Lincoln High School Branch, Public Library, Cleveland.
- Agnes Burns, '07,
Children's Librarian, Public Library, Long Beach, California.
- Marie E. Cahill, '11,
Librarian, Oakland School Branch, Public Library, Cleveland.
- Hattie M. Callow, '10,
* Supervisor of Sub-branches, Public Library, Cleveland.
- Constance Stager Calkins, '10,
Librarian, Central High School Branch, Public Library, Cleveland.
- Ruth E. Charles, '10,
Assistant, Circulating Department, Public Library, Cleveland.
- Cordelia Elizabeth Claflin, '09,
Assistant, Adelbert College Library, Western Reserve University.
- Elizabeth Marian Comings, '06,
Librarian, Public Library, Elyria.
- Edith Louise Cook, '09,
Librarian, Alta Sub-branch, Public Library, Cleveland.
- Elizabeth A. Cumings, '11,
Assistant, Public Library, Cleveland.
- Claire Darby, '11,
Librarian, Ernst and Ernst, Expert Accountants, Cleveland.
- Blanche Joanna Dissette, '06,
Now Mrs. H. N. Matzen, 6702 Lucerne Ave., Cleveland.
- Edith Leona Eastman, '07,
Assistant Librarian, Wesleyan University, Middletown, Conn.
- Rose Laura Eichenbaum, '11,
Assistant, Alliance Sub-branch, Public Library, Cleveland.
- Ruth M. Ellis, '10,
Assistant Librarian, Hamilton College, Clinton, N. Y.

- Elizabeth Louise Elterich, '08,
Cataloguer, Carnegie Free Library, Allegheny, Penna.
- Mary Lillian Ely, '07,
Supervisor of Work with Children, Public Library, Dayton.
- Mary D. Enoch, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Ethel H. Fitch, '10,
Assistant Cataloguer, Public Library, Cincinnati.
- Jennie Maas Flexner, '09,
Classifier, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05,
151 Scotland Road, South Orange, N. J.
- Harriet Anna Gage, '06,
Now Mrs. Arthur W. Heyer, Chester, Illinois.
- Alice Gertrude Gaylord, '06,
Assistant, Public Library, Duluth, Minn.
- Emma A. Geisler, '10,
Assistant, Public Library, Canton.
- Florence M. Gifford, '11,
Assistant, Circulating Department, Public Library, Cleveland.
- Florence Louise Gilbert, '08,
High School Librarian, Portland, Oregon.
- Thirza Eunice Grant, '08,
Instructor in Accession and Shelf Department Work, and Assistant Supervisor
of Technical Practice Work, Western Reserve Library School.
- Theodosia Estelle Hamilton, '07,
Librarian, Simpson College Library, Indianola, Iowa.
- Juliet A. Handerson, '08,
Supervisor of Inventory, Public Library, Cleveland.
- Ruth A. Hapgood, '08,
Cataloguer of Children's Books, Public Library, Cleveland.
- Grace E. Haughton, '11,
Assistant, School Division, Public Library, Cleveland.
- Mabel Marie Hawthorne, '11,
Assistant, University of Washington Library, Seattle, Wash.
- Edith M. Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel L. Hines, '09,
Librarian, Alliance Sub-branch, Public Library, Cleveland.
- Mrs. Amy Sturtevant Hobart, '06,
Librarian, Stations Department, Public Library, Cleveland.
- Else M. Horr, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Frances Charlotte Hunter, '06,
Librarian, High School Library, Dayton.
- Edith Maude Jones, '08,
Care of Taylor & Boggis Foundry Company, Cleveland.

- Mabel Delle Jones, '08,
Librarian, Public Library, Charleston, West Virginia.
- Ethel Marjorie Knapp, '07,
Librarian, Public Library, Mt. Vernon.
- Alice Josephine Kozlik, '09,
Assistant, Carnegie South Branch, Public Library, Cleveland.
- Richard Alexander Lavell, '05,
Assistant Librarian, Public Library, Minneapolis, Minn.
- Edith Clare Lawrence, '09,
Cataloguer, State Library, Sacramento, California.
- Annabel Learned, '11,
Granville, Ohio.
- Nora Carroll Levinger, '09,
Assistant, Hiram Sub-branch, Public Library, Cleveland.
- Cecelia Lewis, '09,
Assistant, Circulating Department, Public Library, Buffalo, N.Y.
- Evelyn Maude Lotz, '09,
Kinsman, Ohio.
- Nellie May Leuhrs, '07,
German Assistant, Circulating Department, Public Library, Cleveland.
- Frances Henrietta Lynch, '05,
40 Park Street, Northampton, Mass.
- Marie O. McCambridge, '10,
Assistant, Rueben McMillan Free Library, Youngstown.
- Vivien C. Mackenzie, '11,
Librarian and Statistician, Department of Public Health and Sanitation,
Cleveland.
- Elsie McPherson, '09,
312 Oak Park Ave., Oak Park, Illinois.
- Effie Marian Marshall, '08,
Now Mrs. Fred Menke, 2061 West 100th Street, Cleveland.
- Phyllis McFarland Martin, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Igerna A. Mears, '11,
Assistant, Circulating Department, Public Library, Cleveland.
- Mrs. Adaline Crosby Merrill, '08,
Librarian, Lake Erie College Library, Painesville.
- Zana Kate Miller, '05,
Librarian, Tax Commission, Madison, Wisconsin.
- Alice L. Morris, '10,
Assistant Cataloguer, Ohio Wesleyan University, Delaware.
- Louise B. Myers, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Harriett E. Neufer, '10,
Children's Department, Miles Park Branch, Public Library, Cleveland.
- Mabel Newhard, '06,
Librarian, Public Library, Virginia, Minn.

- Magdalene Rutan Newman, '05,
Cataloguer, Marietta College Library, Marietta.
- Mary R. Norton, '10,
10816 Grantwood Ave., Cleveland.
- Stella C. Norton, '09,
Assistant, Glenville Branch, Public Library, Cleveland.
- Mildred Florence Parsons, '07,
Cataloguer and Assistant in Reference Work, A. K. Smiley Public Library,
Redlands, California.
- Lillian M. Patterson, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Ida Zoe Pickens, '11,
Assistant, Miles Park Branch, Public Library, Cleveland.
- Vera A. Price, '10,
Assistant, Alliance Sub-branch, Public Library, Cleveland.
- Edythe Eveline Prouty, '08,
First Assistant, Stations Department, Public Library, Cleveland.
- Helen G. Prouty, '11,
Assistant, Carnegie South Branch, Public Library, Cleveland.
- Ernest James Reese, '05,
59 Beersford Road, East Cleveland.
- Marguerite Burnet Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati.
- Elizabeth M. Richards, '11,
Assistant, Cataloguing and Reference Departments, Public Library, Cincinnati.
- Rena Richards, '06,
Toledo, Ohio.
- Mrs. Florence Holmes Ridgway, '09,
Cataloguer, Berea College Library, Berea, Ky.
- Edith Mabel Roberts, '08,
Cataloguer, Public Library, Canton.
- Jennie Ellen Roberts, '06,
Head Cataloguer, Iowa State University Library, Iowa City, Iowa.
- Emeretta G. Root, '07,
Now Mrs. Renier J. Straeton, 1004 Park Road, Washington, D. C.
- Frances Elizabeth Root, '05,
Now Mrs. Albert K. Hibbard, Sheffield.
- Louise Catherine Sadlier, '07,
Assistant, Circulating Department, Public Library, Cleveland.
- Martha Clark Sanborn, '09,
Assistant, Iowa College Library, Grinnell, Iowa.
- Marian Spencer Skeelee, '08,
Librarian, Hazelwood Branch, Carnegie Library, Pittsburg, Penna.
- Harriet Ballou Smith, '11,
Assistant, Alliance Sub-branch, Public Library, Cleveland.
- Jessie Helen Starr, '09,
Assistant, School Division, Public Library, Cleveland.
- Helen Jane Stearns, '05,
Librarian, Minnesota State Commission, St. Paul, Minn.

- Elizabeth Kissick Steele, '09,
Librarian, Public Library, Lorain.
- Ellen Gilman Stocker, '09,
Assistant, P. M. Musser Public Library, Muscatine, Iowa.
- Luella Evelyn Stollberg, '08,
First Assistant, Glenville Branch, Public Library, Cleveland.
- Wilda Claire Strong, '08,
Simmons College, Boston, Mass.
- Minnie McDaniel Sweet, '08,
Assistant, Order Department, Public Library, Cleveland.
- Myrtle M. Sweetman, '09,
First Assistant, Miles Park Branch, Public Library, Cleveland.
- Nouvart Hagop Tashjian, '08,
Assistant, Catalogue Department, Library of Congress, Washington, D. C.
- Sarah A. Thomas, '10,
Children's Librarian, Alliance Sub-branch, Public Library, Cleveland.
- Eliza Ellen Townsend, '05,
Superintendent of Branch Work and Work with Schools, Public Library,
Spokane, Washington.
- Carl Peter Paul Vitz, '05,
Director's Assistant, New York State Library, Albany, New York.
- Mary Mabel Vogely, '10,
1238 Oak Street, Ft. Wayne, Indiana.
- Mary Scott Wallis, '06,
Librarian, Western High School Library, Baltimore, Maryland.
- Marion D. Warner, '11,
Assistant, Children's Department, Public Library, Cincinnati.
- Helen M. Watterson, '10,
Librarian, East High School Branch, Public Library, Cleveland.
- Emelia Elizabeth Wefel, '11,
Assistant, Broadway Branch, Public Library, Cleveland.
- Martha Wilson, '05,
Supervisor of School Libraries, Department of Public Instruction, St. Paul, Minn.
- Grace E. Windsor, '11,
First Assistant, Lawrenceville Branch, Carnegie Library, Pittsburg, Penna.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2 and 3, and any seven of the others).

1. Mention several authors writing within the last twenty years or so, whom you consider to have made real contributions to literature. What are some of their books?
2. Outline the life and work of one of the following American authors: Edgar Allen Poe; Nathaniel Hawthorne; Louisa M. Alcott.
3. Write about a page in discussion of one of the following topics:
Tennyson's "In memoriam"
Famous English letter writers
Milton's place in English poetry
Present day English poetry
4. Discuss briefly the part which the South has played in American literature.
5. Name two poets and two dramatists of the Elizabethan era besides Shakespeare.
6. Group around two of the following, other names of authors or noted persons associated with them:
Dante Gabriel Rossetti
Samuel Johnson
William Wordsworth
Ralph Waldo Emerson
7. Discuss briefly the place of the Bible in literature, tell the different literary forms represented in it and name one book in the Bible which illustrates each form.
8. What cycle of myths has been utilized by a great German composer in a series of operas? What cycle of mediaeval legends has been utilized by an English poet in a series of poems?
9. Why does Greek literature take such a preëminent place in the field of literature?
10. Mention two of the works of each of the following authors: Moliere; Henry Van Dyke; Lord Macaulay; Schiller; Thomas Bailey Aldrich.
11. Mention author and title of the writings in which the following characters are portrayed: (Answer ten).

Beatrice	John Ridd	Una
Sancho Panza	Sir Lancelot	Titi Melema
Little Nell	Fantine	Hester Prynne
Caponsacchi	Jessica	Charley Steele
Peter Pan	Uriah Heap	Ichabod Crane

12. Who wrote *The excursion*; *Samson Agonistes*; *Poor Richard's almanac*; *Representative men*; *Divine comedy*; *Wilhelm Meister's apprenticeship*; *Passing of Arthur*; *Prisoner of Chillon*; *Lady of the Lake*; *Heart of Midlothian*; *Hazard of new fortunes*; *Anna Karenina*; *The Sunken bell*. (Answer ten).
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GENERAL HISTORY AND CURRENT INFORMATION.

(Answer questions 1, 8, 9, and any seven of the others).

1. Compare the American and French revolutions, especially as to causes and results. (About one page).
2. What events in American history have our great expositions commemorated?
3. Mention the wars in which the U. S. navy has taken prominent part and the most important naval battles and commanders of these wars.
4. Outline development of U. S. history from the civil war to the Spanish war.
5. Write a short account of the reign of Queen Victoria, giving approximate dates of the reign.
6. Name three nations of antiquity and mention the distinctive characteristics of the civilization of each.
7. State several events which make the 15th century noted in history.
8. What is suggested to your mind by the following: Ides of March; Merlin; Louisiana purchase; Lion of Lucerne; Cripple Creek; Field of Cloth of Gold; Ku-Klux Klan; Treaty of Portsmouth; Notre Dame; "Commune"; Venus; Spanish Armada; Battle of Marathon; Fleur de lis. (Choose any ten).
9. Discuss briefly some current philanthropic or educational subject in which you are interested.
10. Name ten of the leading colleges or universities in the U. S. with location of each. State also whether open to men or women, or both.
11. Mention three prominent newspapers of the country and characterize the political views of each.
12. Name: two composers of grand opera
one German statesman
two modern scientists
two mural artists
two sculptors
two educators
one English architect

FRENCH

Translate without a dictionary:

Adeux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancholie. Cette fois elle craignait et désirait que ce fût pour toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérie; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se courvant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie viel Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hiess die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und das sie Sage, das gewisse Frauen zaubern können und auf der Ofengabel durch die Luft reiten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinem mancherlei, was ihm nützlich war, zum Beispiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspeise für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter Kümmerte sich nicht um ihm.

Ofengabel=oven fork

Hundswut=Hydrophobia

Lockspeise=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus in Rutenos missus eam civitatem Arvernens conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Caesar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, praesidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra praesidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impediabat; tamen discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finis Arvernorum pervenit.

anteverto=prefer

nix=snow

discutio=clear away

THE
LIBRARY SCHOOL
OF
Western Reserve University
IN THE
CITY OF CLEVELAND



CATALOGUE

1912-1913

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CALENDAR

1912.

16-17 Sept.	Monday-Tuesday	Matriculation and registration.
17 Sept.	Tuesday	First term begins.
28 Nov.	Thursday	Thanksgiving day.
20 Dec.	Friday (evening)	Winter recess begins.

1913.

5 Jan.	Sunday (evening)	Winter recess ends.
1 Feb.	Saturday	First term ends.
3 Feb.	Monday	Second term begins.
22 Feb.	Saturday	Washington's birthday.
19 March	Wednesday (evening)	Easter recess begins.
26 March	Wednesday (evening)	Easter recess ends.
30 May	Friday	Memorial day.
8 June	Sunday	Baccalaureate sermon.
9 June	Monday	Luncheon for Graduates.
12 June	Thursday	COMMENCEMENT.
13-14 June	Friday-Saturday	Examinations for admission.

SUMMER VACATION.

22-23 Sept.	Monday-Tuesday .	Matriculation and registration.
23 Sept.	Tuesday	First term begins.
27 Nov.	Thursday	Thanksgiving day.
23 Dec.	Tuesday (evening)	Winter recess begins.

1914.

4 Jan.	Sunday (evening)	Winter recess ends.
29 Jan.	Thursday	Examinations begin.
7 Feb.	Saturday	First term ends.

SEPTEMBER—1912								MARCH—1913								SEPTEMBER—1913								
S.	M.	T.	W.	T.	F.	S.		S.	M.	T.	W.	T.	F.	S.		S.	M.	T.	W.	T.	F.	S.		
1	2	3	4	5	6	7								1		1	2	3	4	5	6			
8	9	10	11	12	13	14		2	3	4	5	6	7	8		7	8	9	10	11	12	13		
15	16	17	18	19	20	21		9	10	11	12	13	14	15		14	15	16	17	18	19	20		
22	23	24	25	26	27	28		16	17	18	19	20	21	22		21	22	23	24	25	26	27		
29	30		23	24	25	26	27	28	29		28	29	30		
..		30	31		
OCTOBER—1912								APRIL—1913								OCTOBER—1913								
..	6	7	8	9	10	11	12	..	6	7	8	9	10	11	12	..	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	13	14	15	16	17	18	19	20	12	13	14	15	16	17	18	19	20
20	21	22	23	24	25	26	27	20	21	22	23	24	25	26	27	19	20	21	22	23	24	25	26	27
27	28	29	30	31	27	28	29	30	26	27	28	29	30	31
..
NOVEMBER—1912								MAY—1913								NOVEMBER—1913								
..	3	4	5	6	7	8	9	..	4	5	6	7	8	9	10	..	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	11	12	13	14	15	16	17	18	10	11	12	13	14	15	16	17	18
24	25	26	27	28	29	30	..	18	19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24
..	25	26	27	28	29	30	31	..	23	24	25	26	27	28	29
..	30
DECEMBER—1912								JUNE—1913								DECEMBER—1913								
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	..	1	2	3	4	5	6	7	8
8	9	10	11	12	13	14	15	8	9	10	11	12	13	14	15	7	8	9	10	11	12	13	14	15
15	16	17	18	19	20	21	22	15	16	17	18	19	20	21	22	14	15	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29	22	23	24	25	26	27	28	29	21	22	23	24	25	26	27	28	29
30	31	29	30	28	29	30	31
..
JANUARY—1913								JULY—1913								JANUARY—1914								
..	5	6	7	8	9	10	11	..	6	7	8	9	10	11	12	..	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	13	14	15	16	17	18	19	20	12	13	14	15	16	17	18	19	20
19	20	21	22	23	24	25	26	20	21	22	23	24	25	26	27	19	20	21	22	23	24	25	26	27
26	27	28	29	30	31	27	28	29	30	31	25	26	27	28	29	30	31
..
FEBRUARY—1913								AUGUST—1913								FEBRUARY—1914								
..	2	3	4	5	6	7	8	..	3	4	5	6	7	8	9	..	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	10	11	12	13	14	15	16	17	9	10	11	12	13	14	15	16	17
16	17	18	19	20	21	22	23	17	18	19	20	21	22	23	24	16	17	18	19	20	21	22	23	24
23	24	25	26	27	28	24	25	26	27	28	29	30	..	22	23	24	25	26	27	28	29	30
..	31

TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND

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ALFRED A. POPE, A. M., FARMINGTON, CONN.

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FREDERICK HARRIS GOFF, PH. B., CLEVELAND

JOHN DICKERMAN, A. B., *Secretary and Treasurer*

OFFICE AT ADELBERT COLLEGE. RESIDENCE, 1594 E. 115th Street

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University in 1903 was rendered possible by a generous gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the students.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building a station of the Cleveland Public Library which, though conducted by the staff of the School, is open to the community at large. The collection numbers about 4,000 volumes. Several typewriters are installed in one room, exclusively for students use, and a complete equipment for bookbinding is owned.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

The purpose of the course is (a) to present systematically and comparatively present day practical methods of conducting libraries and (b) to familiarize the student with the resources in books and other material, available for use in libraries.

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.

WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean.

Lecturer on Library Organization, Administration, and History.

JULIA MARGARET WHITTLESEY, B. L., B. L. S., 2126 E. 93rd Street
Director.

Instructor in Classification, Subject Headings, and Loan Work.

BERTHA BARDEN, A. M., 3049 Somerton Road, Mayfield Heights
Instructor in Cataloguing and Reviser.

THIRZA EUNICE GRANT, A. B., 10524 Greenlawn Avenue
*Instructor in Cataloguing, Accession and Shelf Department Work,
 and Supervisor of Technical Practice Work.*

LINDA ANNE EASTMAN, 2126 Fairmount Road
Instructor in Library Organization and Administration.

GEORGE FRANKLIN STRONG, A. B., B. L. S., 11432 Mayfield Road
Instructor in Reference Work.

BESSIE SARGEANT SMITH, A. B., B. L. S., 3126 Prospect Avenue
Instructor in Book Selection.

CAROLINE BURNITE, 3206 Prospect Avenue
Instructor in Work with Children.

HERBERT HIRSHBERG, A. B., B. L. S., 1380 Mathews Avenue
Instructor in Public Documents.

GERTRUDE STILES, 1824 E. 79th Street
Instructor in Bookbinding and Repair.

ANNA GILKESON HUBBARD, 3126 Prospect Avenue
Instructor in Trade Bibliography and Book Buying.

LECTURERS

EFFIE LOUISE POWER, St. Louis, Mo.
Lecturer on Work with Children.

AZARIAH SMITH ROOT, A. M., Oberlin
Lecturer on Book Printing and Illustrating.

ALLEN DUDLEY SEVERANCE, A. M., B. D., Cleveland
Lecturer on Bibliography.

ALICE SARAH TYLER, Des Moines, Ia.
*Lecturer on Library Organization and Administration, and Library
 Commission Work.*

CARL PETER PAUL VITZ, A. B., Cleveland
Lecturer on Library Organization and Administration.

SPECIAL LECTURERS FOR 1911-12

CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.
Literature of Economics.

LAURA E. BABCOCK, Organizer of Special Libraries.
Special Libraries in Commercial Houses.

ELBERT JAY BENTON, Professor of History, Adelbert College.
Historical Literature.

MIRIAM E. CAREY, Organizer in the Minnesota State Library Commission.
Libraries in State Institutions.

ANNIE SPENCER CUTTER, Supervisor of School Libraries, Cleveland Public
 Library.
Work with Schools.

*MRS. HENRY L. ELMENDORF, Vice-Librarian of the Buffalo Public Library.
Poetry for Light, Strength and Power.

MRS. AMY STURTEVANT HOBART, Librarian of Stations Department, Cleveland
 Public Library.
Books Worth Reading.
Book Selection for Factory Stations.

MARY KEFFER, Professor of Art History, Lake Erie College.
Art Literature.

HENRY E. LEGLER, Librarian of the Chicago Public Library.
How to Increase the Efficiency of the Library Staff.

CLARA LOUISE MYERS, Associate Professor of English, College for Women.
The Essay.

HERMINE A. SIMON, Librarian of Hough Branch, Cleveland Public Library.
Readable Biographies.

LUTIE E. STEARNS, Chief of Traveling Library Department, Wisconsin Free
 Library Commission.
The Library Militant.

GILBERT O. WARD, Technical Librarian of the Cleveland Public Library.
Technical Book Selection.

LAURA H. WILD, Professor of Biblical History, Lake Erie College.
Biblical Literature.

* On the Alumni Lectureship Foundation.

LIBRARIANS HAVING SUPERVISION OF THE TRAINING FOR 1912-13 OF
LIBRARY SCHOOL STUDENTS IN LOAN PRACTICE WORK

MRS. ELEANOR LEDBETTER,	Broadway Branch, Cleveland Public Library.
ROENA A. INGHAM,	Carnegie West Branch, Cleveland Public Library.
LURA L. HAUPT,	Glenville Branch, Cleveland Public Library.
HERMINE A. SIMON,	Hough Branch, Cleveland Public Library.
RHODA C. SHEPARD,	Miles Park Branch, Cleveland Public Library.
ELEANOR SUNDERLAND,	St. Clair Branch, Cleveland Public Library.
MILDRED C. WOOD,	Woodland Branch, Cleveland Public Library.
MRS. MINNIE B. PAOLI,	Circulating Department, Cleveland Public Library.
HERBERT S. HIRSHBERG,	Reference Department, Cleveland Public Library.
GEORGE F. STRONG,	Adelbert College Library, Western Reserve University.
CAROLINE E. WATERS,	College for Women Library, Western Reserve University.

OTHER OFFICERS

JOHN DICKERMAN,	1594 E. 115th Street
	<i>Treasurer.</i>
NELLE CURTISS WHITE,	1903 E. 84th Street
	<i>Secretary and Supervisor of Typewriting.</i>

STUDENTS

REGULAR STUDENTS

Evelyn Margaret Calfee	<i>Pulaski, Va.</i>	Haydn Hall
Randolph-Macon Institute, 1901-03.		
Celia Florence Frost	<i>Minneapolis, Minn.</i>	1956 E. 101st St.
University of Minnesota, 1910-11.		
Harriet Audiene Graham	<i>Oil City, Pa.</i>	Haydn Hall
Irene Ruth Grimm	<i>Cleveland</i>	3902 W. 36th St.
Evelyn Clare Hess	<i>Scottsdale, Pa.</i>	Haydn Hall
Oberlin College, 1910-11.		
Emma Hulings	<i>Oil City, Pa.</i>	Haydn Hall
Bessie Holmes Kelsey	<i>Cleveland</i>	2024 E. 115th St.
College for Women, Western Reserve University, 1911-12.		
Dora Minnie Kletzkin	<i>Cleveland</i>	5904 Longfellow Ave.
Edna May Little	<i>Cleveland</i>	7309 Clement Ave.
College for Women, Western Reserve University, 1911-12.		
Helena Antoinette Miller	<i>Cleveland</i>	1393 E. 110th St.
College for Women, Western Reserve University, 1908-10.		
May Lundy Milligan	<i>E. E. Pittsburgh, Pa.</i>	Haydn Hall
Pennsylvania College for Women, 1908-09.		
Mildred Irene Moore	<i>Slippery Rock, Pa.</i>	Haydn Hall
Slippery Rock State Normal School, 1911.		
Viola Bell Phillips	<i>Girard</i>	Haydn Hall
Cornelia Plaister	<i>Dubuque, Ia.</i>	Guilford House
College for Women, Western Reserve University, 1911-12.		
Pyrrha Buchner Sheffield	<i>Chicago, Ill.</i>	2120 E. 96th St.
Northwestern University, 1908-09.		
Gertrude Hamlin Sipher	<i>Cleveland</i>	2239 E. 49th St.
A. B., College for Women, Western Reserve University, 1910.		
Hattie Stokely	<i>Newport, Tenn.</i>	13020 Euclid Ave.
A. B., Virginia Interment College, 1906.		
Jennette Reid Tandy	<i>Vevay, Ind.</i>	Haydn Hall
Wellesley College, 1907-09; Ph. B., University of Chicago, 1911.		
Mildred Van Schoick	<i>Allegheny, N. Y.</i>	7417 Carnegie Ave.
A. B., Syracuse University, 1909.		
Ruth Wilcox	<i>Cleveland</i>	2101 E. 96th St.
A. B., Oberlin College, 1911.		

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course.

The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1913.

Amy Mildred Benner 2216 E. 55th St.
University of Kansas, 1906-08.

Victoria Bronson 7903 Carnegie Ave.

Carrie Louise Krauss 6703 Superior Ave.
A. B., College for Women, Western Reserve University, 1905; A. M., 1906.

Pauline Reich 3312 Marvin Ave.

The following students are taking one or more courses in the School this year:

Grace Bohmer 3887 W. 23rd St.

Doris E. Burgey 15011 Cardinal Rd.
College for Women, Western Reserve University, 1910—

Clara A. Caldwell 1445 Elmwood Ave.

Florence L. Cottrell 1290 Lakeland Ave.
Ohio Wesleyan University, 1906-08.

Viola Dickey West Mentor.
Buchtel College, 1905-06.

Marie B. Fogg 1464 E. 116th St.

Anna L. Gates 6311 Ellen St.
A. B., Hiram College, 1905.

Mildred E. Ingham 1326 W. 85th St.

Anna M. Kramer 2910 Jay St.

Mabel Miller 858 E. 146th St.

Helen L. Plasman 1563 E. 115th St.

Clara L. Schafer 10214 Hampden Ave.

Julia Schmehl 3236 W. 25th St.

Mrs. May M. Sweet 2124 Fairmount Rd.

Frances T. Wood 11408 St. Clair Ave.

The School also offers a separate course of lectures to the apprentices in the Cleveland Public Library. For description of this course, see page 356.

The following are registered for the course:

Frank Barton	4828 Holyoke Ave.
Anna Bechler	11626 Detroit Ave.
Mildred F. Carnegie	749 E. 118th St.
Treva G. Fergusson	10814 Englewood Ave.
Edith E. Hollman	1788 Agnes Ct.
Helen A. Norris	Y. W. C. A.
Mae Oppenheimer	1623 E. 117th St.
Erna Raid	8003 Elsa Ct.
Grace A. Strong	1912 E. 69th St.
Madge Withycombe	1337 Hall Ave.
Mable Wood	6808 Lawn Ave.

APPRENTICES 11.

SUMMARY.

Regular Students	20
Special Students	19
Apprentices	11
	<hr/>
Total	50

REQUIREMENTS FOR ADMISSION

Persons considering entering the School are supplied on request with the required form of application blank. This should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if an applicant is obliged to withdraw, the School should be notified as soon as possible.

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information, and in two languages, one of which *must* be a modern, both of which may be. The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact, that, generally speaking, high school and college courses are the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

Persons under twenty years of age are not ordinarily admitted to the regular class and those over thirty-five years who have not had considerable previous library experience are advised not to take up the work.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them the best fitted for the work.

A month's preliminary practice in an approved library is required of all candidates who have been definitely admitted to the class and who have not had accredited library experience. This practice is to be taken any time between the passing of the examinations and the opening of the School and may be arranged for through the Director of the Library School.

The examinations will be held at the School on Friday and Saturday, June 13th and 14th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at time of filing the application. It is strongly urged, how-

ever, that whenever possible the examinations be taken at the School, as a personal acquaintance with applicants is very desirable.

Although at the option of the Faculty, entrance examination papers passed one year may be held over for the following year and thus the applicant be admitted without a second examination, it is done only in exceptional cases. Anyone, therefore, who has taken the examinations and for any reason not been admitted but desires to enter the School a subsequent year, should take up the matter of re-examination with the Director before June.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to especially consider the following subjects: history, literature, modern languages (preferably French and German) as much work as possible; general or historical courses in art, economics, education, psychology and the sciences.

The ability to use the typewriter is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Applicants are therefore advised to gain practice in typewriting before entering.

For further information address the Director, JULIA M. WHITTLESEY, Library School, Western Reserve University.

DESCRIPTION OF COURSES

BIBLIOGRAPHIC COURSES

NOTE.—An average of three hours preparation is expected in connection with each class period of the bibliographic courses.

REFERENCE WORK

MR. STRONG

A study of the standard works of reference, as the general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. Lists of questions made up from practical experience are given and the method of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. Attention is given to subject bibliographies in the reference books studied and their bearing on reference works. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. The course includes a brief survey of government publications emphasizing those which are of most value for reference use in the small library. 36 hours.

PUBLIC DOCUMENTS

MR. HIRSHBERG

A brief survey of United States government publications with a consideration of state and municipal documents as illustrated by the publications of the State of Ohio and the City of Cleveland. Considers department organization, method of printing and distribution, document indexes, and the use of documents, in reference work. Emphasizes documents of most value to the small library. Cataloguing of documents is considered in the cataloguing course. 6 hours.

BIBLIOGRAPHY

MISS HUBBARD (1)

MR. SEVERANCE (2)

1. TRADE BIBLIOGRAPHY AND BOOK BUYING. The study of book buying, its development, and the growth of trade bibliography in general, with emphasis more specifically laid on the American and English side. Familiarity with the work studied is gained through the solution of practical problems. The aim of the course is to give the student a general working knowledge of trade publications, publishers, and practical buying. 12 hours.

2. GENERAL BIBLIOGRAPHY. A brief resumé of general bibliography. 3 hours.

SELECTION OF BOOKS

MISS SMITH

A seminar course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of such means to that end as popular lectures, the publishing of book lists, etc.; (c) a general survey of the literature of various subjects by specialists in those subjects. 30 hours.

HISTORY OF THE PRINTED BOOK

MR. ROOT

A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

TECHNICAL COURSES

NOTE.—An average of two hours laboratory work is required in connection with each class period in the technical courses.

ACCESSION DEPARTMENT

MISS GRANT

The records and technical routine for the intelligent and systematic conduct of the ordering of books are considered and discussed.

A study of the A. L. A. standard and condensed accession books and rules is made and other methods of keeping accession records are considered. The subjects of serials, gifts, withdrawals, and of the mechanical preparation of books for the shelves are included. 10 hours.

CATALOGUING

MISS BARDEN

MISS GRANT

Instruction is chiefly confined to dictionary cataloguing and covers the usual points of author, title, collation, imprint, notes, added entries of all kinds, arrangement of entries, use of reference books in cataloguing, practice in handling Library of Congress printed cards, etc. The choice of subject headings is taken up in a separate course, for which see statement below.

The A. L. A. Rules for an Author and Title Catalogue are followed, somewhat modified, and supplemented by typewritten rules for points not covered in the A. L. A. code and by sample cards illustrating all forms of entry. Other codes are consulted as references. 50 hours.

SUBJECT HEADINGS

MISS WHITTLESEY

Study of the content of books for the purpose of assigning subject headings to them for their subject entries in a catalogue. The work is largely based on the A. L. A. List of Subject Headings. 16 hours.

CLASSIFICATION

MISS WHITTLESEY

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of subject classification are laid down, a thorough study of Dewey's Decimal Classification (the system most commonly used today) is made as it would be applied in both large and small library and other systems are described. 30 hours.

NOTE—The schedule is so planned that the study of the content of books (Classification followed by Subject headings) alternates through the year with Cataloguing (the study of the form of entry.)

BOOK NUMBERS

MISS GRANT

The question of the numbering of books for purposes of arrangement and differentiation. The Simplified Library School Rules are taken as a convenient text, accompanied by the Cutter and the Cutter-Sanborn tables. Variation of usage for public and college libraries is considered. 5 hours.

SHELF-LISTING

MISS GRANT

Instruction in making a list of the books in the order of their shelf arrangement. It includes practice in the use of both cards and sheets. The subject of the taking of inventory is also discussed. 3 hours.

WRITING

MISS GRANT (1)

MISS WHITE (2)

1. NOTE TAKING AND LIBRARY HANDWRITING. The question of note taking is discussed in an introductory lecture, and suggestions as to methods of taking and preserving notes in convenient and usable form are given. The principles of library handwriting and rules and suggestions for acquiring it are also considered. Equal emphasis is laid upon script and print forms. Practice in the forms is required until proficiency is attained.

2. TYPEWRITING. The course consists of a required number of hours of individual practice under supervision. The practice includes both sheet and card work.

BOOKBINDING AND REPAIR

MISS STILES

A practical demonstration of bookbinding adapted to library use with careful attention to mending. Processes are explained by actual work. Different styles of binding and the use and comparative wearing qualities of materials are discussed. Practice work in choosing the appropriate binding for books according to their use, cost, quality and condition of paper, etc., is given; also a consideration of editions, regular and special, books bound from sheets, re-inforced bindings and juvenile books. 10 hours.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION, ADMINISTRATION, AND HISTORY

MISS EASTMAN

MR. BRETT

MISS TYLER

MR. VITZ

THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

Growth and present conditions of American libraries including library schools, associations, and other organizations.

REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

OFFICE ROUTINE AND WORK. A resumé of business methods, correspondence forms, filing systems, proof reading, library supplies, and allied topics. 40 hours.

DIRECTOR'S SEMINARS

MISS WHITTLESEY

Discussions of matters of interest pertaining to the work of the School and the life of the students, current library and book news, important library publications, and the activities of the various library associations and other organizations. Open only to members of the regular class. 10 hours.

WORK WITH CHILDREN

MISS BURNITE

MISS POWER

A presentation of work with children for the general assistant and for the librarian of a small library. The topics of the lectures are as follows: principles of book selection, organization of a children's room and its equipment, work with schools, methods of directing children's reading, library instruction in normal schools. A small amount of each student's practice time is given to the children's room. 15 hours.

LOAN WORK

MISS WHITTLESEY

MISS EASTMAN

Comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, fines, reserves, dupli-

cate pay collections, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 14 hours.

PRACTICAL WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practical work in the Cleveland libraries is required of all students in addition to class problems and practice work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries. 110 hours.
- (b) Technical work on books purchased for the East Station of the Cleveland Public Library which has been already mentioned in the General Statement concerning the Library School in this catalogue. This work covers all the steps in the process of preparing books for circulation. 75 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientele, conditions surrounding, and method of work in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

For the first part of the year the visits are confined to Cleveland. In the spring trips are made to other places,—Pittsburgh and its vicinity and various towns in Ohio having been selected in turn, as objective points.

APPRENTICE COURSE

The aim of this course is to give such instruction to apprentices in the Cleveland Public Library concerning the methods in that library as will enable them to intelligently enter into its work.

The lectures in technical work are given by resident members of the Library School faculty and cover in a condensed and elementary way the Cleveland Public Library system of recording book loans, the use of the accession book, the classification of books on the shelves, the making of catalogue entries, shelf-list cards, book cards, etc.

Other lectures taking up more general features of the work and the relations of the assistant to it are given by members of the faculty who are also on the staff of the Public Library.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationary and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for from \$6 to \$8 a week.

POSITIONS

The Library School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country. At the end of this catalogue is a list of positions held by our graduates which shows their geographical range.

CONCERNING INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lectures and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

Students are admitted only at the beginning of the first semester.

The Library School offers neither a summer course nor a correspondence course.

SPECIAL LECTURES

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through informal talks upon special phases of library

work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

There has been established a lectureship endowed by the Alumni Association of the Library School. The purpose of this lectureship is to provide one or more lectures a year on some subject of general library interest to be given by persons of experience and recognized ability in the library field.

LIBRARIES

The students have the use of the following libraries for study and reference:

The library of Adelbert College, occupying a building on the campus within convenient reach of Adelbert Hall and having a collection of 75,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public Library numbering about 470,000 volumes, nine larger branches, thirteen smaller branches, fifteen school branches, two children's branches, and thirty-six stations. The extensions of the Public Library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case Library with a fine general collection of over 75,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students:—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Avenue, S. E.

The Cleveland Law Library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

The following regulation has recently been passed by the faculty of the College for Women: Students wishing to combine the college course with that of the Library School may receive both the degree of A. B. and the certificate of the Library School at the end of four years. To this end six units credit, *i. e.* credit for six tenths of one year of college work, will be given in the College for Women for the work of the one year course in the Library School. The remaining four units of the college work are to be obtained by extra work. Arrangements for this combined course should be made in each case with the Dean of the College for Women and the Director of the Library School.

Students of the Library School have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

COMPLETE LIST OF STUDENTS HOLDING
CERTIFICATES, 1905-12.

- Ruby Marsh Allen, '12,
Assistant, Walker Branch, Public Library, Minneapolis, Minn.
- Edna Isabel Allyn, '05,
Librarian, Library of Hawaii, Honolulu, Hawaii.
- Helen Arnet, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Bertha R. Barden, '07,
Instructor in Cataloguing, and Reviser, Western Reserve Library School.
- Helen M. Beale, '10,
Assistant, Adelbert College and College for Women Libraries, Western Reserve University.
- Nina C. Brotherton, '07,
Instructor in Story-telling, Public Library, Cleveland.
- Hazel Louise Brown, '09,
Assistant, Public Library, Grand Rapids, Mich.
- Mildred M. Burke, '11,
Assistant, Carnegie West Branch, Public Library, Cleveland.
- Alicia Burns, '08,
Librarian, Lincoln High School Branch, Public Library, Cleveland.
- Agnes Burns, '07,
Assistant Librarian, Public Library, Ogdensburg, N. Y.
- Marie E. Cahill, '11,
Grade School Librarian, Public Library, Cleveland.
- Hattie M. Callow, '10,
1750 Middleton Place, Los Angeles, Cal.
- Constance Stager Calkins, '10,
Librarian, Central High School Branch, Public Library, Cleveland.
- Ruth E. Charles, '10,
Assistant, Circulating Department, Public Library, Cleveland.
- Cordelia Elizabeth Claflin, '09,
Assistant, Adelbert College Library, Western Reserve University.
- Elizabeth Marian Comings, '06,
Librarian, Public Library, Elyria.
- Edith L. Cook, '09,
Librarian, Alta Branch, Public Library, Cleveland.
- Ida B. Coon, '12,
Assistant, Glenville Branch, Public Library, Cleveland.
- Ethel B. Copland, '12,
Cataloguer, Public Library, Fresno, Calif.
- Elizabeth A. Cumings, '11,
Grade School Librarian, Public Library, Cleveland.
- Claire Darby, '11,
Librarian, Ernst & Ernst, Expert Accountants, Cleveland.
- Lillian A. Dell, '12,
Assistant, Catalogue Department, Public Library, Cleveland

- Blanche Joanna Dissette, '06,
Now Mrs. H. N. Matzen, 6702 Lucerne Ave., Cleveland.
- Edith Leona Eastman, '07,
Associate Librarian, Wesleyan University, Middletown, Conn.
- Rose Laura Eichenbaum, '11,
Assistant, Alliance Branch, Public Library, Cleveland.
- Ruth M. Ellis, '10,
Assistant Librarian, Hamilton College, Clinton, N. Y.
- Elizabeth Louise Elterich, '08,
Cataloguer, Carnegie Free Library, N. S., Pittsburgh, Pa.
- Mary Lillian Ely, '07,
Supervisor of Work with Children, Public Library, Dayton.
- Mary D. Enoch, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Ethel H. Fitch, '10,
Assistant Cataloguer, Public Library, Cincinnati.
- Jennie Maas Flexner, '09,
Head of Circulation Department, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05, (withdrawn from library work).
Sea Cliff, Long Island, N. Y.
- Harriet Anna Gage, '06,
Now Mrs. Arthur W. Heyer, Chester, Ill.
- Alice Gertrude Gaylord, '06,
Assistant, Public Library, Duluth, Minn.
- Emma C. Gebauer, '12,
Assistant, Broadway Branch, Public Library, Cleveland.
- Emma A. Geisler, '10,
Assistant, Public Library, Canton.
- Florence M. Gifford, '11,
Assistant, Circulating Department, Public Library, Cleveland.
- Florence Louise Gilbert, '08,
Librarian, Washington High School, Portland, Ore.
- Thirza Eunice Grant, '08,
Instructor in Cataloguing, Accession and Shelf Department Work, and Supervisor of Technical Practice Work, Western Reserve Library School.
- Helen L. Greenamyer, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Theodosia Estelle Hamilton, '07,
Librarian, Simpson College Library, Indianola, Ia.
- Juliet A. Handerson, '08,
Supervisor of Inventory, Public Library, Cleveland.
- Ruth A. Hapgood, '08,
Grade School Librarian, Public Library, Cleveland.
- Grace E. Haughton, '11,
Assistant, School Division, Public Library, Cleveland.
- Ruth A. Haven, '12,
Assistant Librarian, North Branch, Public Library, Minneapolis, Minn.

- Mabel Marie Hawthorne, '11,
Assistant Librarian, Oahu College Library, Honolulu, Hawaii.
- Edith M. Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel L. Hines, '09,
Librarian, Alliance Branch, Public Library, Cleveland.
- Mrs. Amy Sturtevant Hobart, '06,
Librarian, Stations Department, Public Library, Cleveland.
- Else M. Horr, '10, (absent on leave).
Assistant, Catalogue Department, Public Library, Cleveland.
- Frances Charlotte Hunter, '06,
Librarian, High School Library, Dayton.
- Edith Maude Jones, '08, (withdrawn from library work).
2969 Vernon Ave., Chicago, Ill.
- Mabel Delle Jones, '08,
Librarian, Public Library, Charleston, W. Va.
- Ethel Marjorie Knapp, '07,
Librarian, Public Library, Mt. Vernon.
- Alice Josephine Kozlik, '09,
Librarian, Clark Branch, Public Library, Cleveland.
- Richard Alexander Lavell, '05,
Assistant Librarian, Public Library, Minneapolis, Minn.
- Edith Clare Lawrence, '09,
Cataloguer, University of Chicago Libraries, Chicago, Ill.
- Annabel Learned, '11,
Librarian, Public Library, Clyde.
- Nora Carroll Levinger, '09,
Assistant, Circulating Department, Public Library, Cleveland.
- Cecelia Lewis, '09,
Assistant, Children's Department, Public Library, Cleveland.
- Jessie Lee Lindo, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Evelyn Maude Lotz, '09, (withdrawn from library work).
Kinsman.
- Nellie May Leuhrs, '07,
German Assistant, Circulating Department, Public Library, Cleveland.
- Frances Henrietta Lynch, '05, (withdrawn from library work).
40 Park Street, Northampton, Mass.
- Marie O. McCambridge, '10,
Librarian, South Side Branch, Reuben McMillan Free Library, Youngstown.
- Vivien C. Mackenzie, '11,
Librarian, Oahu College Library, Honolulu, Hawaii.
- Elsie McPherson, '09,
312 Oak Park Ave., Oak Park, Ill.
- Beatrice Franks Margolies, '12,
Assistant, Woodland Branch, Public Library, Cleveland.

- Effie Marian Marshall, '08,
Now Mrs. Fred Menke, 131 West 96th St., New York City.
- Phyllis McFarland Martin, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Helen Dorena Marvin, '12,
Librarian, Temple Branch, Public Library, Cleveland.
- Igerna A. Mears, '11,
Assistant, Circulating Department, Public Library, Cleveland.
- Mrs. Adaline Crosby Merrill, '08,
Librarian, Lake Erie College Library, Painesville.
- Zana Kate Miller, '05,
Librarian, Tax Commission, Madison, Wis.
- Alice L. Morris, '10,
Cataloguer, Ohio Wesleyan University, Delaware.
- Eva Millward Morris, '12,
Assistant, Stations Department, Public Library, Cleveland.
- Louise B. Myers, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Harriet E. Neuffer, '10,
Now Mrs. George Grover Spitzer, Grafton.
- Mabel Newhard, '06,
Librarian, Public Library, Virginia, Minn.
- Magdalene Rutan Newman, '05,
Library Cataloguer, U. S. Museum, Smithsonian Institute, Washington, D. C.
- Mary R. Norton, '10,
Died, December 23, 1912.
- Stella C. Norton, '09,
Acting First Assistant, Glenville Branch, Public Library, Cleveland.
- Mildred Florence Parsons, '07,
Cataloguer and Assistant in Reference Work, A. K. Smiley Public Library,
Redlands, Calif.
- Evelyn Celeste Oliver, '12,
Assistant, Hough Branch, Public Library, Cleveland.
- Lillian M. Patterson, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Ida Zoe Pickens, '11,
Assistant, Miles Park Branch, Public Library, Cleveland.
- Vera A. Price, '10,
Librarian, Public Library, Greenville, Miss.
- Edythe Eveline Prouty, '08,
First Assistant, Stations Department, Public Library, Cleveland.
- Helen G. Prouty, '11,
Assistant, South Branch, Public Library, Cleveland.
- Ernest James Reese, '05,
Instructor, University of Illinois Library School, Urbana, Ill.
- Marguerite Burnet Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati.

- Elizabeth M. Richards, '11,
Cataloguer, Library of Hawaii, Honolulu, Hawaii.
- Rena Richards, '06, (withdrawn from library work).
Toledo.
- Mrs. Florence Holmes Ridgway, '09,
Assistant Librarian, Berea College Library, Ky.
- Edith Mabel Roberts, '08,
Cataloguer, Public Library, Canton.
- Jennie Ellen Roberts, '06,
Head Cataloguer, Iowa State University Library, Iowa City, Ia.
- Anna Laura Robson, '12,
First Assistant, Alameda County Library, Oakland, Calif.
- Emeretta G. Root, '07,
Now Mrs. Renier J. Straeton, 1004 Park Road, Washington, D. C.
- Frances Elizabeth Root, '05,
Now Mrs. Albert K. Hibbard, Sheffield.
- Margaret Rusbatch, '12,
Assistant, Stations Department, Public Library, Cleveland.
- Louise Catherine Sadlier, '07,
Assistant, Circulating Department, Public Library, Cleveland.
- Martha Clarke Sanborn, '09,
Librarian, Morningside College, Sioux City, Ia.
- Marian Spencer Skeelee, '08,
Librarian, Hazelwood Branch, Carnegie Library, Pittsburgh, Pa.
- Florence I. Slater, '12,
First Assistant, Collinwood Branch, Public Library, Cleveland.
- Harriet Ballou Smith, '11,
Assistant, Alliance Branch, Public Library, Cleveland.
- Jessie Helen Starr, '09,
Grade School Librarian, Public Library, Cleveland.
- Helen Jane Stearns, '05,
Librarian, Minnesota State Commission, St. Paul, Minn.
- Elizabeth Kissick Steele, '09,
Librarian, Public Library, Lorain.
- Ellen Gilman Stocker, '09,
Assistant, P. M. Musser Public Library, Muscatine, Ia.
- Luella Evelyn Stollberg, '08,
Head of Children's and Schools Department, Public Library, Toledo.
- Wilda Claire Strong, '08,
Assistant, Boston Athenaeum Library, Boston, Mass.
- Minnie McDaniel Sweet, '08,
Now Mrs. Attilio D. Monti.
Assistant, Order Department, Public Library, Cleveland.
- Myrtle M. Sweetman, '09,
First Assistant, Miles Park Branch, Public Library, Cleveland.
- Nouvart Hagop Tashjian, '08,
Cataloguer, Public Library, St. Paul, Minn.

- Gordon Woods Thayer, '12,
Assistant, Shelf-list Department, Harvard University Library, Cambridge, Mass.
- Ruth Moulton Tiffany, '12,
Assistant, Western Reserve Historical Society Library, Cleveland.
- Sarah A. Thomas, '10,
First Assistant and Children's Librarian, Alliance Branch, Public Library, Cleveland.
- Eliza Ellen Townsend, '05,
Superintendent of Branch Work and Work with Schools, Public Library, Spokane, Wash.
- Carl Peter Paul Vitz, '05,
Second Vice-Librarian, Public Library, Cleveland.
- Mary Mabel Vogely, '10,
Assistant, Public Library, Ft. Wayne, Ind.
- Mary Scott Wallis, '06,
Librarian, Western High School, Baltimore, Md.
- Abbie Irene Ward, '12,
Acting Children's Librarian, Lorain Branch, Public Library, Cleveland.
- Marion D. Warner, '11, (withdrawn from library work).
Malone, N. Y.
- Helen M. Watterson, '10,
Librarian, East High School Branch, Public Library, Cleveland.
- Emelia Elizabeth Wefel, '11,
Assistant, Broadway Branch, Public Library, Cleveland.
- Martha Wilson, '05,
Supervisor of School Libraries, Department of Public Instruction, St. Paul, Minn.
Library Visitor, Minnesota Library Commission.
- Grace E. Windsor, '11,
First Assistant, Lawrenceville Branch, Carnegie Library, Pittsburgh, Pa.
- Margaret E. Wright, '12,
Acting Children's Librarian, Hough Branch, Public Library, Cleveland.

OFFICERS OF THE ALUMNI ASSOCIATION FOR 1912-13.

- President*, MARIAN COMINGS, 1906, Public Library, Elyria.
- First Vice-President*, ELLEN G. STOCKER, 1909, P. M. Musser Public Library, Muscatine, Ia.
- Second Vice-President*, MARIE E. CAHILL, 1911, Public Library, Cleveland.
- Secretary-Treasurer*, ELIZABETH L. ELTERICH, 1908, Carnegie Free Library, North Side, Pittsburgh, Pa.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2 and 3, and any seven of the others).

1. Mention several authors writing within the last twenty years or so, whom you consider to have made real contributions to literature. What are some of their books?
2. Outline the life and work of one of the following American authors: Edgar Allan Poe; Nathaniel Hawthorne; Louisa M. Alcott.
3. Write about a page in discussion of one of the following topics:
 Tennyson's "In memoriam"
 Famous English letter writers
 Milton's place in English poetry
 Present day English poetry
4. Discuss briefly the part which the South has played in American literature.
5. Name two poets and two dramatists of the Elizabethan era besides Shakespeare.
6. Group around two of the following, other names of authors or noted persons associated with them:
 Dante Gabriel Rossetti
 Samuel Johnson
 William Wordsworth
 Ralph Waldo Emerson
7. Discuss briefly the place of the Bible in literature, tell the different literary forms represented in it and name one book in the Bible which illustrates each form.
8. What cycle of myths has been utilized by a great German composer in a series of operas? What cycle of mediaeval legends has been utilized by an English poet in a series of poems?
9. Why does Greek literature take such a preëminent place in the field of literature.
10. Mention two of the works of each of the following authors: Moliere; Henry Van Dyke; Lord Macaulay; Schiller; Thomas Bailey Aldrich.
11. Mention author and title of the writings in which the following characters are portrayed: (Answer ten).

Beatrice	John Ridd	Ura
Sancho Panza	Sir Launcelot	Titi Melema
Little Nell	Fantine	Hester Prynne
Caponsacchi	Jessica	Charley Steele
Peter Pan	Uriah Heap	Ichabod Crane

12. Who wrote *The excursion*; *Samson Agonistes*; *Poor Richard's almanac*; *Representative men*; *Divine comedy*; *Wilhelm Meister's apprenticeship*; *Passing of Arthur*; *Prisoner of Chillon*; *Lady of the Lake*; *Heart of Midlothian*; *Hazard of new fortunes*; *Anna Karenina*; *The Sunken bell*. (Answer ten).
-

GENERAL HISTORY AND CURRENT INFORMATION.

(Answer questions 1, 8, 9, and any seven of the others).

1. Compare the American and French revolutions, especially as to causes and results. (About one page).
2. What events in American history have our great expositions commemorated?
3. Mention the wars in which the U. S. navy has taken prominent part and the most important naval battles and commanders of these wars.
4. Outline development of U. S. history from the civil war to the Spanish war.
5. Write a short account of the reign of Queen Victoria, giving approximate dates of the reign.
6. Name three nations of antiquity and mention the distinctive characteristics of the civilization of each.
7. State several events which make the 15th century noted in history.
8. What is suggested to your mind by the following: Ides of March; Merlin; Louisiana purchase; Lion of Lucerne; Cripple Creek; Field of Cloth of Gold; Ku-Klux Klan; Treaty of Portsmouth; Notre Dame; "Commune"; Venus; Spanish Armada; Battle of Marathon; Fleur de lis. (Choose any ten).
9. Discuss briefly some current philanthropic or educational subject in which you are interested.
10. Name ten of the leading colleges or universities in the U. S. with location of each. State also whether open to men or women, or both.
11. Mention three prominent newspapers of the country and characterize the political views of each.
12. Name: two composers of grand opera
one German statesman
two modern scientists
two mural artists
two sculptors
two educators
one English architect

FRENCH.

Translate without a dictionary:

Adeux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancholie. Cette fois elle craignait et désirait que ce fût pour toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérié; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se courvant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie viel Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hiess die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass sie Sage, das gewisse Frauen zaubern können und auf der Ofengabel durch die Luft rieten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinen mancherlei, was ihm nützlich war, zum Beispiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspeise für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihn.

Ofengabel=oven fork

Hundswut=hydrophobia

Lockspeise=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus in Rutenos missus eam civitatem Arvernīs conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Caesar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, praesidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra praesidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impediēbat; tamen discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finis Avernorum prevenit.

anteverto=prefer

nix=snow

discutio=clear away

THE
LIBRARY SCHOOL
OF
Western Reserve University
IN THE
CITY OF CLEVELAND



CATALOGUE

1913-1914

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CALENDAR

1913.

22-23 Sept.	Monday-Tuesday	Matriculation and registration.
23 Sept.	Tuesday	First term begins.
27 Nov.	Thursday	Thanksgiving day.
23 Dec.	Tuesday (evening)	Winter recess begins.

1914.

4 Jan.	Sunday (evening)	Winter recess ends.
7 Feb.	Saturday	First term ends.
9 Feb.	Monday	Second term begins.
22 Feb.	Sunday	Washington's birthday.
8 April	Wednesday (evening)	Easter recess begins.
15 April	Wednesday (evening)	Easter recess ends.
30 May	Saturday	Memorial day.
14 June	Sunday	Baccalaureate sermon.
15 June	Monday	Luncheon for Graduates.
18 June	Thursday	COMMENCEMENT.
18 June	Thursday	University World Day.
19-20 June	Friday-Saturday	Examinations for admission.

SUMMER VACATION.

21-22 Sept.	Monday-Tuesday	Matriculation and registration.
22 Sept.	Tuesday	First term begins.
26 Nov.	Thursday	Thanksgiving day.
23 Dec.	Wednesday (evening)	Winter recess begins.

1915.

3 Jan.	Sunday (evening)	Winter recess ends.
28 Jan.	Thursday	Examinations begin.
6 Feb.	Saturday	First term ends.

TRUSTEES

CHARLES F. THWING, D. D., LL. D., *President*, CLEVELAND
SAMEUL MATHER, A. M., LL. D., *Vice-President*, CLEVELAND
EDWIN R. PERKINS, A. B., LL. D., CLEVELAND
J. HOMER WADE, A. M., CLEVELAND
WASHINGTON S. TYLER, CLEVELAND
CHARLES L. PACK, LAKEWOOD, N. J.
HENRY R. HATCH, CLEVELAND
WORCESTER R. WARNER, Sc. D., TARRYTOWN, N. Y.
WILLIAM G. MATHER, A. B., CLEVELAND
ANDREW SQUIRE, LL. D., CLEVELAND
CHARLES W. BINGHAM, A. B., CLEVELAND
CHARLES F. BRUSH, Ph. D., LL. D., CLEVELAND
HORACE E. ANDREWS, A. B., NEW YORK, N. Y.
WILLIAM E. CUSHING, A. B., LL. B., CLEVELAND
JAMES D. WILLIAMSON, A. M., D. D., CLEVELAND
HOMER H. JOHNSON, A. M., LL. B., CLEVELAND
JOSEPH PERKINS CHAMBERLAIN, MIDDLEBURY, CONN.
LYMAN H. TREADWAY, CLEVELAND
WILLIAM A. LEONARD, D. D., CLEVELAND
FREDERICK HARRIS GOFF, Ph. B., CLEVELAND
EARL W. OGLEBAY, LL. D., CLEVELAND
HENRY F. POPE, CLEVELAND
PAUL F. SUTPHEN, D. D., CLEVELAND

JOHN DICKERMAN, A. B., *Secretary and Treasurer*

OFFICE AT ADELBERT COLLEGE. RESIDENCE 1594 E. 115th Street

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University in 1903 was rendered possible by a generous gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the students.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building a branch of the Cleveland Public Library which, though conducted by the staff of the school, is open to the community at large. The collection numbers about 4,500 volumes.

A sufficient number of typewriters of recognized standard models is provided for the daily use of the students. Some of the less expensive machines are included, in order that students may know of them when confronted later by the question of purchase.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

FACULTY

- CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.
- WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean
Lecturer on Library Organization, Administration, and History.
- ALICE SARAH TYLER, 3126 Prospect Avenue
Director
Instructor in Library Organization and Administration, and in
The Public Library and Community Welfare.
- HARRIET EMMA HOWE, B. L. S., 2126 Fairmount Road
Instructor in Classification, Cataloguing and Allied Subjects.
- GERTRUDE HAMLIN SIPHER, A. B., 2239 E. 49th Street
Reviser of Technical Work.
- LINDA ANNE EASTMAN, 3206 Prospect Avenue
Instructor in Library Organization and Administration.
- GEORGE FRANKLIN STRONG, A. B., B. L. S., 11432 Mayfield Road
Instructor in Reference Work.
- BESSIE SARGEANT SMITH, A. B., B. L. S., 3126 Prospect Avenue
Instructor in Book Selection.
- CAROLINE BURNITE, 3206 Prospect Avenue
Instructor in Work with Children.
- HERBERT HIRSHBERG, A. B., B. L. S., 1380 Mathews Avenue
Instructor in Public Documents.
- GERTRUDE STILES, 1983 E. 116th Street
Instructor in Bookbinding and Repair.
- ANNA GILKESON HUBBARD, 3126 Prospect Avenue
Instructor in Trade Bibliography and Book Buying.

LECTURERS

- EFFIE LOUISE POWER, St. Louis, Mo.
Work with Children.
- AZARIAH SMITH ROOT, A. M., Oberlin
History of the Printed Book.
- ALLEN DUDLEY SEVERANCE, A. M., B. D., Cleveland
Bibliography.
- CARL PETER PAUL VITZ, A. B., Cleveland
Loan Work.

SPECIAL LECTURERS FOR 1912-13

CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.
Literature of Economics.

ELBERT JAY BENTON, Professor of History, Adelbert College.
Historical Literature.

ANNIE SPENCER CUTTER, Supervisor of School Libraries, Cleveland Public Library.
Work with Schools.

MRS. JULIA AUGUSTA HARRON, Editor for the Cleveland Public Library.
Translations of Foreign Literature.

MRS. AMY STURTEVANT HOBART, Librarian of the Woodland Branch, Cleveland Public Library.
Continental Novelists.

MARY KEFFER, Professor of Art History, Lake Erie College.
Art Literature.

*THEODORE W. KOCH, Librarian of the University of Michigan Library.
Some Old Time, Old World Librarians.

CLARA LOUISE MYERS, Associate Professor of English, College for Women.
The Essay.

GILBERT O. WARD, Technical Librarian of the Cleveland Public Library.
Technical Book Selection.

LAURA H. WILD, Professor of Biblical History, Lake Erie College.
Religious Literature.

LIBRARIANS HAVING SUPERVISION OF LOAN PRACTICE WORK
OF LIBRARY SCHOOL STUDENTS FOR 1913-14

MARY I. DAVIS,	Lorain Branch, Cleveland Public Library
MRS. ELEANOR LEDBETTER,	Broadway Branch, Cleveland Public Library
ROENA A. INGHAM,	Carnegie West Branch, Cleveland Public Library
LURA L. HAUPT,	Glenville Branch, Cleveland Public Library
HERMINE A. SIMON,	Hough Branch, Cleveland Public Library
RHODA C. SHEPARD,	Miles Park Branch, Cleveland Public Library
ELEANOR SUNDERLAND,	St. Clair Branch, Cleveland Public Library
MRS. AMY S. HOBART,	Woodland Branch, Cleveland Public Library
HERBERT S. HIRSHBERG,	Reference Department, Cleveland Public Library
GEORGE F. STRONG,	Adelbert College Library, Western Reserve University
CAROLINE E. WATERS,	College for Women Library, Western Reserve University

OTHER OFFICERS

JOHN DICKERMAN, A. B.,	1594 E. 115th Street
	<i>Treasurer</i>
NELLE CURTISS WHITE,	1903 E. 84th Street
	<i>Secretary and Instructor in Typewriting.</i>

* On the Alumni Lectureship Foundation.

STUDENTS

REGULAR STUDENTS

Helena Backus	<i>Cleveland</i>	2295 E. 103rd St.
Ruth Abigail Brown	<i>Cleveland</i>	2126 Fairmount Rd.
College for Women, Western Reserve University, 1910-13.		
Doris Eva Burgey	<i>Cleveland</i>	15011 Cardinal Rd.
College for Women, Western Reserve University, 1910-13.		
Hazel Cordelia Clark	<i>Bemus Point, N. Y.</i>	Haydn Hall
Blanche Constance Coveney	<i>Cleveland</i>	1397 E. 86th St.
A. B., College for Women, Western Reserve University, 1912.		
Margaret Curran	<i>Huntington, Ind.</i>	Guilford House
Indiana University, 1912-13.		
Althea Mary Hayman	<i>Middleport</i>	1945 E. 101st St.
Marietta College, 1891-92.		
Cora Hendee	<i>Hornell, N. Y.</i>	Haydn Hall
College for Women, Western Reserve University, 1911-13.		
Adalove Howell	<i>Keokuk, Iowa</i>	1983 E. 116th St.
Smith College, 1901-03.		
Lura Clare Hutchinson	<i>Minneapolis, Minn.</i>	1938 E. 116th St.
A. B., University of Minnesota, 1908.		
Mary Elinor Kingsbury	<i>Mt. Vernon</i>	1710 Prospect Ave.
B. L., Ohio Wesleyan University, 1907.		
Muriel Annette McArthur	<i>Buffalo, N. Y.</i>	1472 E. 118th St.
College for Women, Western Reserve University, 1912-13.		
Josephine McConnell	<i>Lakewood</i>	1461 Westwood Ave.
College for Women, Western Reserve University, 1912-13.		
Mary Katherine Marshall	<i>Charleston, W. Va.</i>	Haydn Hall
Randolph-Macon Women's College, 1912-13.		
Katherine Giddings Marvin	<i>Jefferson</i>	Guilford House
College for Women, Western Reserve University, 1912-13.		
Katherine Ruth Savord	<i>Sandusky</i>	1521 E. 82nd St.
Clara Louise Schafer	<i>Cleveland</i>	10214 Hampden Ave.
Alice Mildred Smith	<i>Stillwater, N. Y.</i>	9727 Logan Ct.
Mary Yoder	<i>Wooster</i>	Haydn Hall
Goshen College, 1909-11.		

SPECIAL STUDENTS

By special arrangement for the Cleveland Public and Adelbert and Case libraries, assistants from these libraries have the privilege of taking partial work, in view of taking a longer time to complete the full course.

The following students have taken advantage of this arrangement for two and three years and are finishing with the class of 1914.

Adele Grace Bohmer	3887 W. 23rd St.
Victoria Bronson	7903 Carnegie Ave.
Evelyn Margaret Calfee	11315 Hessler Rd.
Randolph-Macon Women's College, 1901-03.	
Florence Louise Cottrell	1290 Lakeland Ave.
Ohio Wesleyan University, 1906-08.	
Mabel Miller	858 E. 146th St.
College for Women, Western Reserve University, 1907-08.	

The following students are taking one or more courses in the School this year:

Wynne Abell	1644 E. 86th St.
Rosalie A. Brooker	1603 E. 86th St.
Clara A. Caldwell	1445 Elmwood Ave.
Isabelle Clark	9715 Logan Ct.
B. S., Bellevue College, 1906. University of California, 1909.	
Sylvia Fanta	5813 Clark Ave.
Clara Findling	22 Beaumont Ave.
Bessie M. Janes	2047 E. 69th St.
A. B., Oberlin College, 1911.	
Ida C. Lucht	7421 Madison Ave.
A. B., University of Michigan, 1913.	
Helen L. Plasman	1563 E. 115th St.
Marguerite Simmerman	3648 W. 56th St.
Lorna Slater	166 Carlyon Rd.
College for Women, Western Reserve University, 1910-12.	

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information, and in two languages, one of which *must* be a modern one, both of which may be. The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact, that, generally speaking, high school and college courses are the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

Persons thinking of entering the School are supplied on request with the required form of application blank. This should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if an applicant is obliged to withdraw, the School should be notified as soon as possible.

Persons under twenty years of age are not ordinarily admitted to the regular class and those over thirty-five years who have not had considerable previous library experience are advised not to take up the work.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them the best fitted for the work.

A month's preliminary practice under the supervision of a trained librarian in an approved library is required of all candidates who have been definitely admitted to the class and who have not had accredited library experience. This practice is to be taken any time between the passing of the examinations and the opening of the School and may be arranged for through the Director of the Library School.

The examinations will be held at the School on Friday and Saturday, June 19th and 20th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be

made at time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School, as a personal acquaintance with applicants is very desirable.

Although at the option of the Faculty, entrance examination papers passed one year may be held over for the following year and thus the applicant be admitted without a second examination, it is done only in exceptional cases. Anyone, therefore, who has taken the examinations and for any reason has not been admitted but desires to enter the School a subsequent year, should take up the matter of re-examination with the Director before June.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to especially consider the following subjects: history, literature, modern languages (preferably French and German), general or historical courses in art, economics, education, psychology and the sciences.

The ability to use the typewriter is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Applicants are therefore advised to gain practice in typewriting before entering.

For further information address the Director, Alice S. Tyler, Library School, Western Reserve University.

DESCRIPTION OF COURSES

All of the Bibliographic and Technical courses require laboratory work. The time indicated under each subject is for lectures only. Additional time, which will average about three hours, is required for preparation in connection with each class period.

BIBLIOGRAPHIC COURSES

REFERENCE WORK

MR. STRONG

A study of the standard works of reference, general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, and the more important newspapers, periodicals, and public documents. Works of a similar scope are compared, and the limitations of each pointed out. List of questions made up from practical experience are given and the method of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. Attention is given to subject bibliographies in the reference books studied and their bearing on reference works. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 36 hours.

PUBLIC DOCUMENTS

MR. HIRSHBERG.

A brief survey of United States government publications with a consideration of state and municipal documents as illustrated by the publications of the State of Ohio and the City of Cleveland. Considers department organization, method of printing and distribution, document indexes, and the use of documents, in reference work. Emphasizes documents of most value to the small library. Cataloguing of documents is considered in the cataloguing course. 6 hours.

BIBLIOGRAPHY

MISS HUBBARD (1)

MR. SEVERANCE (2)

1. TRADE BIBLIOGRAPHY AND BOOK BUYING. The study of book buying, its development, and the growth of trade bibliography in general, with emphasis more specifically laid on the American and English side. Familiarity with the work studied is gained through the solution of practical

problems. The aim of the course is to give the student a general working knowledge of trade publications, publishers, and practical buying. 12 hours.

2. GENERAL BIBLIOGRAPHY. A brief resumé of general bibliography. 3 hours.

BOOK SELECTION AND EVALUATION

MISS SMITH

A seminar course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of such means to that end as popular lectures, the publishing of book lists, etc.; (c) a general survey of the literature of various subjects by specialists in those subjects. 30 hours.

Evaluation of current periodicals in connection with reading room and reference uses is a part of this course. 2 hours.

HISTORY OF THE PRINTED BOOK

MR. ROOT

A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

TECHNICAL COURSES

TYPEWRITING

MISS WHITE

The course consists of a number of hours of individual practice on sheet and card work under supervision. After the first month the use of the typewriter is required in preparing written work, especially in the technical subjects. 5 hours.

ACCESSIONING

MISS HOWE

The condensed accession book is used, and other systems of keeping accession records, and of withdrawing books from the library are taught. The mechanical preparation of books for the shelves is included. 4 hours.

CLASSIFICATION

MISS HOWE

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of classification are laid down; several systems are described; and a thorough study is made of the Dewey Decimal Classification as it is used in both the large and the small library. 30 hours.

CATALOGUING

MISS HOWE

Instruction is confined chiefly to dictionary cataloguing. Practice in ordering and using Library of Congress cards is given in connection with the work done for the East Branch of the Cleveland Public Library. All books used as examples for Subject Headings are classified at the same time. 56 hours.

BOOK NUMBERS, SHELF-LISTING

MISS HOWE

The Cutter, and the Cutter-Sanborn alphabetic order tables are used for book numbers. Variations in usage for public and college libraries are discussed. Instruction in shelf-listing is limited to the card form for all entries. The work is so planned that the students assign book numbers and make shelf-list records for all books used in the Classification course. 5 hours.

SINGLE LECTURES

Single lectures are given on a number of minor subjects such as Note taking, Supplies, Mounting and care of samples, Receiving and acknowledging gifts, Checking of periodicals, etc., with practice work if necessary.

BOOKBINDING AND REPAIR

MISS STILES

Lecture subjects include Library, publishers' and re-inforced bindings, Mending and repair, Materials, Paper, and Historical sketches.

Practice work is given in mending; in preparing books and periodicals for binding; in giving specifications for binding on a varied assortment of books; in estimating wearing qualities of a selected lot of publishers' bindings; and in the binding of two books by each student.

Visits also are made to the Cleveland library bindery and to a commercial bindery in the city. 10 hours.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION, ADMINISTRATION AND EXTENSION

MISS TYLER

MISS EASTMAN

MR. BRETT

MR. VITZ

THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observation and practice at the various departments and branches of the Cleveland Public Library.

Growth and present conditions of American libraries including library schools, associations, and other organizations.

LIBRARY EXTENSION. County and township systems, State systems of extension, Library Commissions and traveling libraries.

THE PUBLIC LIBRARY AND COMMUNITY WELFARE. The agencies for civic and community betterment and the library's field in active cooperation. The library's responsibility in social service. Social centers and community and neighborhood surveys.

REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

OFFICE ROUTINE AND WORK. A resumé of business methods, correspondence forms, filing systems, proof reading, and allied topics. 50 hours.

DIRECTOR'S ROUND TABLE

MISS TYLER

Discussions of matters of interest pertaining to the work of the School and to current events. Library and book news, important library publications, and the activities of the various library associations and other organizations are considered. Open only to members of the regular class. 10 hours.

WORK WITH CHILDREN

MISS BURNITE

MISS POWER

A presentation of work with children for the general assistant and for the librarian of a small library. The topics of the lectures are as

follows: principles of book selection, organization of a children's room and its equipment, work with schools, methods of directing children's reading, library instruction in normal schools. A small amount of each student's practice time is given to the children's room. 15 hours.

LOAN WORK

MR. VITZ

MISS EASTMAN

Comparative study of types of loan systems, the subsidiary work in connection with book circulation such as registration, fines, reserves, duplicate pay collections, prevention of contagion, care of shelves, training of pages, contact with the public and the varied means of bringing books to public attention and use. 10 hours.

PRACTICE WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practice work in the Cleveland libraries is required of all students in addition to class problems and laboratory work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries. 100 hours.
- (b) Technical work on books purchased for the East Branch of the Cleveland Public Library which has been already mentioned in the General Statement concerning the Library School in this catalogue. This work covers all the steps in the process of preparing books for circulation. 40 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientèle, conditions surrounding, and method of work in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

Visits are made to the libraries of the cities of Cleveland, Pittsburgh, and various towns in Ohio.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. This fee is payable fifty dollars at the beginning of the year, and fifty dollars at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for \$6 a week and up. Young women students are accepted for residence in Guilford House and Haydn Hall, located on the Campus of the College for Women, through the courtesy of that college.

POSITIONS

The Library School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Our experience has proved thus far that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country. At the end of this catalogue is a list of positions held by our graduates which shows their geographical range.

CONCERNING INSTRUCTION

Although a great deal of reference material has been written on the subject of Library Economy, there are very few text books. For this reason instruction is necessarily largely given by lectures and laboratory methods and problems, in the solving of which the students have to go to original sources and collateral reading.

The course requires the entire time of the student and no other work should be engaged in during the year.

Students are admitted only at the beginning of the first semester.

The Library School offers neither a summer course nor a correspondence course.

SPECIAL LECTURES

During the year the students usually have the opportunity of meeting some of the leading librarians of the country visiting in Cleveland. Through informal talks upon special phases of library work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

In connection with the opening of new branches, specialists are engaged to present phases of social or educational work, which interpret library work in its larger relations. To all such lectures, whether for the Library staff alone or for the general public, the students of the Library School are invited.

There has been established a lectureship endowed by the Alumni Association of the Library School. The purpose of this lectureship is to provide one or more lectures a year on some subject of general library interest to be given by persons of experience and recognized ability in the library field.

LIBRARIES

The students have the use of the following libraries for study and reference:

The library of Adelbert College, occupying the Hatch library building on the campus within convenient reach of Adelbert Hall and having a collection of 80,000 volumes. This is a valuable general reference library, and includes important special collections in literature, philosophy, the French Revolution, and much valuable bibliography.

The Public Library numbering about 486,000 volumes, eleven larger branches, fifteen smaller branches, seventeen school branches, and thirty stations. The extensions of the Public Library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

The Case Library with a fine general collection of over 75,000 volumes, in the Caxton Building near the center of the city. The free use of this library is a special privilege granted to the University by the library trustees.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The following, and several other libraries in the city, while only open for the use of members, may be visited and inspected by the students :—

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Avenue, S. E.

The Cleveland Law Library of 20,000 volumes in the Court House.

UNIVERSITY ADVANTAGES

The following regulation has recently been passed by the faculty of the College for Women: Students wishing to combine the college course with that of the Library School may receive both the degree of A. B. and the certificate of the Library School at the end of four years. To this end six units credit, *i. e.* credit for six tenths of one year of college work, will be given in the College for Women for the work of the one year course in the Library School. The remaining four units of the college work are to be obtained by extra work. Arrangements for this combined course should be made in each case with the Dean of the College for Women and the Director of the Library School.

Students of the Library School have the privilege of attending public lectures given at Adelbert College, the College for Women and Case School of Applied Science. The gymnasium of Adelbert College and that of the College for Women will be available for the use of the students.

Students are examined by a physician and by the Director of the Gymnasium upon entering the School, and suitable exercise is prescribed. Library School students are scheduled for a definite period each week for gymnasium work.

COMPLETE LIST OF STUDENTS HOLDING
CERTIFICATES, 1905-13.

- Ruby Marsh Allen, '12,
Assistant, Walker Branch, Public Library, Minneapolis, Minn.
- Edna Isabel Allyn, '05,
Librarian, Library of Hawaii, Honolulu, Hawaii.
- Helen Arnet, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Bertha R. Barden, '07,
Assistant Librarian, North Dakota Agricultural College, Fargo, N. D.
- Helen M. Beale, '10,
Assistant, Adelbert College Library, Western Reserve University.
- Amy M. Benner, '13,
Assistant, Public Library, Cleveland.
- Nina C. Brotherton, '07,
Instructor in Story-telling, Public Library, Cleveland.
- Hazel L. Brown, '09, (withdrawn from library work).
Parma, Michigan.
- Mildred M. Burke, '11,
Assistant, Carnegie West Branch, Public Library, Cleveland.
- Alicia Burns, '08,
Librarian, Lincoln High School Branch, Public Library, Cleveland.
- Agnes Burns, '07,
Assistant Librarian, Public Library, Ogdensburg, New York.
- Marie E. Cahill, '11,
Now Mrs. Ernst Watzl, 5 Schulgasse Strausse, Vienna XIII.
- Hattie M. Callow, '10,
Assistant, Public Library, Cleveland.
- Constance S. Calkins, '10,
Librarian, Central High School Branch, Public Library, Cleveland.
- Ruth E. Charles, '10,
Assistant, College for Women Library, Western Reserve University.
- Cordelia Elizabeth Clafin, '09,
Assistant, Adelbert College Library, Western Reserve University.
- Marion Comings, '06,
Librarian, Public Library, Elyria.
- Edith L. Cook, '09,
Librarian, East Technical High School Branch, Public Library, Cleveland.
- Ida B. Coon, '12,
First Assistant, Broadway Branch, Public Library, Cleveland.
- Ethel B. Copland, '12,
Cataloguer, Public Library, Fresno, California.
- Elizabeth A. Cumings, '11,
Now Mrs. D. O. Anderson, 1162 East 111th Street, Cleveland.
- Claire Darby, '11,
Assistant, Technology Division, Public Library, Cleveland.

- Lillian A. Dell, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Blanche J. Dissette, '06,
Now Mrs. H. N. Matzen, 10801 Lee Ave., Cleveland.
- Edith L. Eastman, '07,
Associate Librarian, Wesleyan University, Middletown, Conn.
- Rose L. Eichenbaum, '11,
Assistant, Alliance Branch, Public Library, Cleveland.
- Ruth M. Ellis, '10,
Assistant Librarian, Hamilton College, Clinton, N. Y.
- Elizabeth L. Elterich, '08,
Cataloguer, Carnegie Free Library, N. S., Pittsburgh, Pa.
- Mary L. Ely, '07,
Supervisor of Work with Children, Public Library, Dayton.
- Mary D. Enoch, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Ethel H. Fitch, '10,
Assistant Cataloguer, Public Library, Cincinnati.
- Jennie M. Flexner, '09,
Head of Circulation Department, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05, (withdrawn from library work).
Sea Cliff, Long Island, N. Y.
- Celia F. Frost, '13,
Assistant Children's Librarian, Carnegie Library, Pittsburgh, Penna.
- Harriet A. Gage, '06,
Now Mrs. Arthur W. Heyer, Chester, Ill.
- Alice G. Gaylord, '06,
Assistant, Public Library, Duluth, Minn.
- Emma C. Gebauer, '12,
Assistant, Broadway Branch, Public Library, Cleveland.
- Emma A. Geisler, '10,
Assistant, Public Library, Canton.
- Florence M. Gifford, '11,
Assistant, East Third Street Branch, Public Library, Cleveland.
- Florence L. Gilbert, '08,
Librarian, Washington High School, Portland, Ore.
- Audiene Graham, '13,
Librarian, Public Library, Owatonna, Minn.
- Thirza E. Grant, '08,
Assistant in Charge of Reference Division, State Normal College Library,
Ypsilanti, Mich.
- Helen L. Greenamyer, '12,
Assistant, Alliance Branch, Public Library, Cleveland.
- Irene R. Grimm, '13,
Assistant, Stations Department, Public Library, Cleveland.
- Theodosia E. Hamilton, '07,
Acting Librarian, Public Library, Vinton, Iowa.

- Juliet A. Handerson, '08,
Supervisor of Inventory, Public Library, Cleveland.
- Ruth A. Hapgood, '08,
Grade School Librarian, Public Library, Cleveland.
- Grace E. Haughton, '11,
Assistant in Order Division, State Normal College Library, Ypsilanti, Mich.
- Ruth A. Haven, '12,
Organizer, Minnesota Public Library Commission, St. Paul, Minn.
- Mabel M. Hawthorne, '11,
Assistant Librarian, Oahu College Library, Honolulu, Hawaii.
- Evelyn C. Hess, '13,
Assistant, Children's Room, Thompkins Square Branch, Public Library, New York, N. Y.
- Edith M. Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel L. Hines, '09,
Librarian, Alliance Branch, Public Library, Cleveland.
- Mrs. Amy S. Hobart, '06,
Librarian, Woodland Branch, Public Library, Cleveland.
- Else M. Horr, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Emma Hulings, '13,
Now Mrs. Frank E. Stewart, Oil City, Penna.
- Frances C. Hunter, '06,
Librarian, High School Library, Dayton.
- Edith M. Jones, '08, (withdrawn from library work).
2969 Vernon Ave., Chicago, Ill.
- Mabel D. Jones, '08,
Librarian, State Department of Archives and History, Charleston, W. Va.
- Bessie H. Kelsey, '13,
Assistant, Literature Division, Public Library, Cleveland.
- Dora M. Kletzkina, '13,
Assistant, Sterling Branch, Public Library, Cleveland.
- Ethel M. Knapp, '07,
Librarian, Public Library, Mt. Vernon.
- Alice J. Kozlik, '09,
First Assistant, Lorain Branch, Public Library, Cleveland.
- Carrie L. Krauss, '13,
Reference Assistant, Adelbert College Library, Western Reserve University.
- Richard A. Lavell, '05,
Died November 28, 1913.
- Edith C. Lawrence, '09,
Cataloguer, University of Chicago Libraries, Chicago, Ill.
- Annabel Learned, '11,
Librarian, Public Library, Clyde.
- Nora C. Levinger, '09,
Now Mrs. John W. Moore, 1358 Webb Road, Lakewood.

- Cecelia Lewis, '09,
Librarian, William Street Branch, Public Library, Buffalo, N. Y.
- Jessie L. Lindo, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Edna M. Little, '13,
Assistant, Broadway Branch, Public Library, Cleveland.
- Evelyn M. Lotz, '09, (withdrawn from library work).
Kinsman.
- Nellie M. Leuhrs, '07,
Assistant in Charge of Foreign Division, Public Library, Cleveland.
- Frances H. Lynch, '05, (withdrawn from library work).
40 Park Street, Northampton, Mass.
- Marie O. McCambridge, '10,
Librarian, South Side Branch, Rueben McMillan Free Library, Youngstown.
- Vivien C. Mackenzie, '11,
Librarian, Oahu College Library, Honolulu, Hawaii.
- Elsie McPherson, '09,
312 Oak Park Ave., Oak Park, Ill.
- Beatrix F. Margolies, '12,
Assistant, Woodland Branch, Public Library, Cleveland.
- Effie M. Marshall, '08,
Now Mrs. Fred Menke, 131 West 96th St., New York City.
- Phyllis McF. Martin, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Helen D. Marvin, '12,
Librarian, Temple Branch, Public Library, Cleveland.
- Igerna A. Mears, '11,
Librarian, Pilgrim Branch, Public Library, Cleveland.
- Mrs. Adaline C. Merrill, '08,
Librarian, Lake Erie College Library, Painesville.
- Helena A. Miller, '13,
Assistant, Hough Branch, Public Library, Cleveland.
- Zana K. Miller, '05,
Librarian with The Indexers, 5526 S. Park Ave., Chicago, Ill.
- May L. Milligan, '13,
Cataloguer, Public Library, Akron.
- Mildred I. Moore, '13,
Assistant, Catalogue Department, Public Library, Cleveland.
- Alice L. Morris, '10,
Assistant, Ohio State University Library, Columbus.
- Eva M. Morris, '12,
Municipal Reference Librarian, Public Library, Cleveland.
- Louise B. Myers, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Harriet E. Neuffer, '10,
Now Mrs. George G. Spitzer, Grafton.
- Mabel Newhard, '06,
Librarian, Public Library, Virginia, Minn.

- Magdalene R. Newman, '05,
Library Cataloguer, U. S. Museum, Smithsonian Institute, Washington, D. C.
- Mary R. Norton, '10,
Died, December 23, 1912.
- Stella C. Norton, '09,
Acting First Assistant, Glenville Branch, Public Library, Cleveland.
- Celeste Oliver, '12,
Now Mrs. Clarence Willard, Lockport, N. Y.
- Mildred F. Parsons, '07,
Cataloguer and Assistant in Reference Work, A. K. Smiley Public Library,
Redlands, Calif.
- Lillian M. Patterson, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Ida Z. Pickens, '11, (withdrawn from library work).
Poland.
- Cornelia Plaister, '13,
Librarian, Public Library, Clarinda, Iowa.
- Vera A. Price, '10,
Assistant, Public Library, Cleveland.
- Edythe E. Prouty, '08,
Librarian, Stations Department, Public Library, Cleveland.
- Helen G. Prouty, '11,
Assistant, Reference Department, Public Library, Cleveland.
- Ernest J. Reese, '05,
Instructor, University of Illinois Library School, Urbana, Ill.
- Pauline Reich, '13,
First Assistant, Carnegie West Branch, Public Library, Cleveland.
- Marguerite B. Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati.
- Elizabeth M. Richards, '11,
Cataloguer, Library of Hawaii, Honolulu, Hawaii.
- Rena Richards, '06, (withdrawn from library work).
Toledo.
- Mrs. Florence H. Ridgway, '09,
Assistant Librarian, Berea College Library, Berea, Ky.
- Edith M. Roberts, '08,
Cataloguer, Public Library, Canton.
- Jennie E. Roberts, '06,
Acting Librarian, Iowa State University Library, Iowa City, Ia.
- Laura Robson, '12,
First Assistant, Alameda County Library, Oakland, Calif.
- Emeretta G. Root, '07,
Now Mrs. Renier J. Straeton, 1004 Park Road, Washington, D. C.
- Frances E. Root, '05,
Now Mrs. Albert K. Hibbard, London, England.
- Margaret Rusbatch, '12,
Temporary Assistant, Hough Branch, Public Library, Cleveland.

- Louise C. Sadlier, '07,
Librarian, Collinwood Branch, Public Library, Cleveland.
- Martha C. Sanborn, '09,
Librarian, Morningside College, Sioux City, Ia.
- Pyrtha B. Sheffield, '13,
Assistant Cataloguer, Public Library, Chicago, Ill.
- Gertrude H. Sipher, '13,
Reviser, Library School, Western Reserve University.
- Marian S. Skeele, '08,
In Charge of Apprentice Class, Carnegie Library, Pittsburgh, Penna.
- Florence I. Slater, '12,
First Assistant, Collinwood Branch, Public Library, Cleveland.
- Harriet B. Smith, '11,
Assistant, Catalogue Department, Public Library, Cleveland.
- Jessie H. Starr, '09,
Grade School Librarian, Public Library, Cleveland.
- Helen J. Stearns, '05,
Librarian, Minnesota Public Library Commission, St. Paul, Minn.
- Elizabeth K. Steele, '09,
Librarian, Public Library, Lorain.
- Ellen G. Stocker, '09,
Assistant, P. M. Musser Public Library, Muscatine, Ia.
- Hattie Stokely, '13,
First Assistant, Miles Park Branch, Public Library, Cleveland.
- Luella E. Stollberg, '08,
Head of Children's and Schools Department, Public Library, Toledo.
- Wilda C. Strong, '08,
Now Mrs. Martin W. Peck,
Assistant in Library Science, Simmons College, Boston, Mass.
- Minnie McD. Sweet, '08,
Now Mrs. Attilio D. Monti.
Assistant, Order Department, Public Library, Cleveland.
- Myrtle M. Sweetman, '09,
Branch Librarian, Public Library, Dayton.
- Jennette R. Tandy, '13,
Assistant, Reference and Catalogue Departments, Public Library, Cincinnati.
- Nouvart H. Tashjian, '08,
Cataloguer, Public Library, St. Paul, Minn.
- Gordon W. Thayer, '12,
Assistant, Shelf-list Department, Harvard University Library, Cambridge, Mass.
- Sarah A. Thomas, '10,
Librarian, Hiram House Branch, Public Library, Cleveland.
- Ruth M. Tiffany, '12,
Assistant, Western Reserve Historical Society Library, Cleveland.
- Eliza E. Townsend, '05,
Supervising Librarian of State Institutions of Iowa, Des Moines, Ia.
- Mildred Van Schoick, '13,
Cataloguer, Legislative Reference Bureau, Columbus.

- Carl P. P. Vitz, '05,
Second Vice-Librarian, Public Library, Cleveland.
- Mabel Vogely, '10,
Assistant, Public Library, Ft. Wayne, Ind.
- Mary S. Wallis, '06,
Head of Department of Public Documents, Free Library, Philadelphia, Penna.
- Abbie I. Ward, '12,
Children's Librarian, South Branch, Public Library, Cleveland.
- Marion D. Warner, '11,
Now Mrs. Harry B. Clafin, 11324 Hessler Road, Cleveland.
- Helen M. Watterson, '10,
Assistant, History Division, Public Library, Cleveland.
- Emelia E. Wefel, '11,
Assistant, Broadway Branch Library, Public Library, Cleveland.
- Ruth Wilcox, '13,
Assistant, Reference and Fine Arts Divisions, Public Library, Cleveland.
- Martha Wilson, '05,
Supervisor of School Libraries, Department of Public Instruction, St. Paul, Minn.
Library Visitor, Minnesota Library Commission.
- Grace E. Windsor, '11,
Librarian, Lawrenceville Branch, Carnegie Library, Pittsburgh, Penna.
- Margaret E. Wright, '12,
Grade School Librarian, Public Library, Cleveland.
-

OFFICERS OF THE ALUMNI ASSOCIATION FOR 1913-14.

- President*, MARIAN S. SKEELE, 1908, Carnegie Library, Pittsburgh, Penna.
- First Vice-President*, PHYLLIS McF. MARTIN, 1910, Public Library, Cleveland.
- Second Vice-President*, RUTH A. HAVEN, 1912, Minnesota Public Library
Commission, St. Paul, Minn.
- Secretary-Treasurer*, EDITH L. COOK, 1909, Public Library, Cleveland.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2 and 3, and any seven of the others).

1. Mention several authors writing within the last twenty years or so, whom you consider to have made real contributions to literature. What are some of their books?
2. Outline the life and work of one of the following American authors: Edgar Allan Poe; Nathaniel Hawthorne; Louisa M. Alcott.
3. Write about a page in discussion of one of the following topics:
 - Tennyson's "In memoriam"
 - Famous English letter writers
 - Milton's place in English poetry
 - Present day English poetry
4. Discuss briefly the part which the South has played in American literature.
5. Name two poets and two dramatists of the Elizabethan era besides Shakespeare.
6. Group around two of the following, other names of authors or noted persons associated with them:
 - Dante Gabriel Rossetti
 - Samuel Johnson
 - William Wordsworth
 - Ralph Waldo Emerson
7. Discuss briefly the place of the Bible in literature, tell the different literary forms represented in it and name one book in the Bible which illustrates each form.
8. What cycle of myths has been utilized by a great German composer in a series of operas? What cycle of mediaeval legends has been utilized by an English poet in a series of poems?
9. Why does Greek literature take such a preëminent place in the field of literature?
10. Mention two of the works of each of the following authors: Moliere; Henry Van Dyke; Lord Macaulay; Schiller; Thomas Bailey Aldrich.
11. Mention author and title of the writings in which the following characters are portrayed: (Answer ten).

Beatrice	John Ridd	Ura
Sancho Panza	Sir Launcelot	Tito Melema
Little Nell	Fantine	Hester Prynne
Caponsacchi	Jessica	Charley Steele
Peter Pan	Uriah Heap	Ichabod Crane

12. Who wrote *The excursion*; *Samson Agonistes*; *Poor Richard's almanac*; *Representative men*; *Divine comedy*; *Wilhelm Meister's apprenticeship*; *Passing of Arthur*; *Prisoner of Chillon*; *Lady of the Lake*; *Heart of Midlothian*; *Hazard of new fortunes*; *Anna Karenina*; *The Sunken bell*. (Answer ten).

GENERAL HISTORY AND CURRENT INFORMATION.

(Answer questions 1, 8, 9, and any seven of the others).

1. Compare the American and French revolutions, especially as to causes and results. (About one page).
2. What events in American history have our great expositions commemorated?
3. Mention the wars in which the U. S. navy has taken prominent part and the most important naval battles and commanders of these wars.
4. Outline development of U. S. history from the civil war to the Spanish war.
5. Write a short account of the reign of Queen Victoria, giving approximate dates of the reign.
6. Name three nations of antiquity and mention the distinctive characteristics of the civilization of each.
7. State several events which make the 15th century noted in history.
8. What is suggested to your mind by the following: Ides of March; Merlin; Louisiana purchase; Lion of Lucerne; Cripple Creek; Field of Cloth of Gold; Ku-Klux Klan; Treaty of Portsmouth; Notre Dame; "Commune"; Venus; Spanish Armada; Battle of Marathon; Fleur de lis. (Choose any ten).
9. Discuss briefly some current philanthropic or educational subject in which you are interested.
10. Name ten of the leading colleges or universities in the U. S. with location of each. State also whether open to men or women, or both.
11. Mention three prominent newspapers of the country and characterize the political views of each.
12. Name: two composers of grand opera
one German statesman
two modern scientists
two mural artists
two sculptors
two educators
one English architect

FRENCH.

Translate without a dictionary:

Adeux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancholie. Cette fois elle craignait et désirait que ce fût pour toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérie; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se courvant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie viel Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hiess die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass sie Sage, das gewisse Frauen zaubern können und auf der Ofengabel durch die Luft rieten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinen mancherlei, was ihm nützlich war, zum Biespiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspeise für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihm.

Ofengabel=oven fork

Hundswut=hydrophobia

Lockspeise=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus in Rutenos missus eam civitatem Arvernus conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Caesar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, praesidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra praesidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impediebat; tamen discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finis Avernorum prevenit.

anteverto=prefer

nix=snow

discutio=clear away

THE
LIBRARY SCHOOL
OF
Western Reserve University
IN THE
CITY OF CLEVELAND



CATALOGUE

1914-1915

CALENDAR

1914.

22 Sept.	Tuesday	Matriculation and registration. First term begins.
26 Nov.	Thursday	Thanksgiving day.
22 Dec.	Tuesday (evening)	Winter recess begins.

1915.

5 Jan.	Tuesday (evening)	Winter recess ends.
6 Feb.	Saturday	First term ends.
8 Feb.	Monday	Second term begins.
22 Feb.	Monday	Washington's birthday.
31 March	Wednesday (evening)	Easter recess begins.
7 April	Wednesday (evening)	Easter recess ends.
30 May	Sunday	Memorial day.
13 June	Sunday	Baccalaureate sermon.
14 June	Monday	Alumni meeting and luncheon.
17 June	Thursday	COMMENCEMENT;
18-19 June	Friday-Saturday	Examination for admission.

SUMMER VACATION.

21 Sept.	Tuesday	Matriculation and registration. First term begins.
25 Nov.	Thursday	Thanksgiving day.
22 Dec.	Wednesday (evening)	Winter recess begins.

1916.

5 Jan.	Wednesday (evening)	Winter recess ends.
5 Feb.	Saturday	First term ends.

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.

A. B., Harvard College, 1876; Andover Theological Seminary, 1876-79; D. D., Chicago Theological Seminary, 1888; LL. D., Illinois College and Maricetta College, 1894; Washington and Jefferson, 1902; President, Adelbert College and Western Reserve University, 1890—

WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean.

Lecturer on Library Organization, Administration, and History.

Western Reserve College, 1870-71; University of Michigan, Medical School, 1868-69; Librarian, Cleveland Public Library, 1884—; Lecturer on Library Administration, Library School, Western Reserve University, 1903—

ALICE S. TYLER, 3126 Prospect Avenue
Director.

Instructor in Library Organization and Administration, in Book Evaluation, and in The Public Library and Community Welfare.

University of Illinois Library School, 1893-94; Acting Librarian, Decatur, Ill., Public Library, 1895; Catalogue Librarian, Cleveland Public Library, 1895-1900; Secretary, Iowa State Library Commission, 1900-13; Director, Iowa Summer Library School, University of Iowa, 1901-12; Director, Library School, Western Reserve University, 1913—

HARRIET EMMA HOWE, B. L. S., 2126 Fairmount Road
Instructor in Classification, Cataloguing and Subject Headings, Trade Bibliography and Loan Systems.

B. L. S., University of Illinois, 1902; Member of Illinois Library Staff, 1902-04; Instructor, University of Illinois Library School, 1904-06; Director, University of Washington Summer Library School, 1905-06; Head Cataloguer and Instructor in Summer Library School, University of Iowa, 1907-10; Chief Cataloguer, Minneapolis Public Library, 1910-13; Instructor in Classification, Cataloguing and Allied Subjects, Library School, Western Reserve University, 1913—

ELIZABETH HENRIETTA CASS, A. B., B. L. S., 1983 E. 116th Street
Instructor in Accessioning, Book Numbers, Shelf-listing, and Allied Subjects; and Reviser.

A. B., University of Illinois, 1912; B. L. S., 1913; Member of University of Illinois Library Staff, 1913-14; Instructor in Accessioning, Book Numbers, Shelf-listing and Allied Subjects, Library School, Western Reserve University, 1914—

LINDA ANNE EASTMAN, 3206 Prospect Avenue
Instructor in Library Organization and Administration.

Assistant, Cleveland Public Library, 1892-95; Assistant Librarian and Cataloguer, Dayton, O., Public Library, 1895-96; Vice-Librarian, Cleveland Public Library, 1896—; Instructor in Library Administration, Library School, Western Reserve University, 1904—

GEORGE FRANKLIN STRONG, A. B., B. L. S., 11432 Mayfield Road
Instructor in Reference Work.

A. B., Wesleyan University, 1903; B. L. S., New York State Library School, 1909; Assistant, Wesleyan University Library, 1903-04; Librarian, University of North Dakota, 1904-08; Student, New York State Library School, 1908-09; Acting Librarian, Boston University, 1909-10; Librarian, Adelbert College, 1910—; Instructor in Reference Work, Library School, Western Reserve University, 1910—

CAROLINE BURNITE,

3206 Prospect Avenue

Instructor in Work with Children.

Graduate of Pratt Institute Library School, 1894; Chief Cataloguer, Library of Union for Christian Work, Brooklyn, 1894-96; Librarian, Tome Institute Library, 1896-1901; Instructor in Training Schools for Children's Libraries, Carnegie Library, Pittsburg, 1902-04; Director of Children's Work, Cleveland Public Library, 1904—; Lecturer on Children's Work, Library School, Western Reserve University, 1904-08; Instructor, 1908—

HERBERT HIRSHBERG, A. B., B. L. S.,

1380 Mathews Avenue

Instructor in Public Documents.

A. B., Harvard College, 1900; B. L. S., New York State Library School, 1905; Assistant, Simmons College Library School, 1902-03; Cataloguer, Boston Public Library, 1902-03; Assistant, Library of Congress, 1905-06; Librarian, Mt. Washington Branch, Carnegie Library of Pittsburg, 1906-08; Reference Librarian, Cleveland Public Library, 1908; Instructor in Reference Work, Western Reserve University Library School, 1909-11; Instructor in Public Documents, 1911—

GERTRUDE STILES,

3126 Prospect Avenue

Instructor in Bookbinding and Repair.

Student in Bindery of Sangorski and Sutcliffe, London; Torrini, Siena, 1899-1901; Instructor in Craft at School of Education, University of Chicago, 1905-09; Supervisor of Bindery, Cleveland Public Library, 1910—; Instructor in Bookbinding and Repair, Western Reserve University Library School, 1910—

NELLE CURTIS WHITE,

1903 E. 84th Street

Secretary, and Instructor in Typewriting.

LECTURERS

ANNA GILKESON HUBBARD,

Cleveland

Book Buying.

AZARIAH SMITH ROOT, A. M.,

Oberlin

History of the Printed Book.

ALLEN DUDLEY SEVERANCE, A. M., B. D.,

Cleveland

General Bibliography.

SPECIAL LECTURERS FOR 1913-14

CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.

Literature of Economics.

CORINNE BACON,

What it Means to be a Librarian.

MRS. KATHERINE ELLIS BARRETT,

The Social Centre Library.

DR. ARTHUR E. BOSTWICK, Librarian of the St. Louis Public Library.

The Social Center Idea.

MILDRED B. CHADSEY, Commissioner of Housing, Department of Public Welfare of Cleveland.

The Survey.

JAMES ELBERT CUTLER, Professor of Sociology, Adelbert College.

Social Service and Allied Professions.

ANNIE SPENCER CUTTER, Supervisor of School Libraries, Cleveland Public Library.

Work with Schools.

VIRGINIA E. GRAEFF, of the Cleveland Art School.

Educational Value of Pictures in Libraries and Schools.

MRS. JULIA AUGUSTA HARRON, Editor of the Cleveland Public Library.

Translations of Foreign Literature.

MRS. AMY STURTEVANT HOBART, Librarian of the Woodland Branch of the Cleveland Public Library.

Books on Social Hygiene.

ANNA L. MORSE, Librarian of the Reuben McMillan Free Library of Youngstown.

The Library's Relation to Social Service Training.

CLARA LOUISE MYERS, Associate Professor of English, College for Women.

The Essay.

MARY ELIZA PARKER, Professor of Household Administration, College for Women.

Books on Household Economics.

DR. E. A. PETERSON, Director of Medical Inspection and Physical Education in the Cleveland Public Schools.

Recreation as a Community Necessity.

SAMUEL H. RANCK, Librarian of the Grand Rapids Public Library.

The Library a Factor in the Democracy.

MRS. EDNA LYMAN SCOTT,

The Art of Story Telling.

GILBERT O. WARD, Technical Librarian of the Cleveland Public Library.

Technical Book Selection.

LAURA H. WILD, Professor of Biblical Literature, Lake Erie College.

Religious Literature.

CHARLES W. WILLIAMS, Executive Secretary of the Cleveland Federation of Charity and Philanthropy.

The Cleveland Federation of Charity and Philanthropy.

LIBRARIANS HAVING SUPERVISION OF LOAN PRACTICE WORK OF LIBRARY SCHOOL STUDENTS FOR 1914-15

MARY I. DAVIS,	Lorain Branch, Cleveland Public Library
HATTIE M. CALLOW,	Quincy Branch, Cleveland Public Library
MRS. LOUISE R. CRAIG,	Miles Park Branch, Cleveland Public Library
MRS. ELEANOR LEDBETTER,	Broadway Branch, Cleveland Public Library
ROENA A. INGHAM,	Carnegie West Branch, Cleveland Public Library
LURA L. HAUPT,	Glenville Branch, Cleveland Public Library
HERMINE A. SIMON,	Hough Branch, Cleveland Public Library
ELEANOR SUNDERLAND,	St. Clair Branch, Cleveland Public Library
MRS. AMY S. HOBART,	Woodland Branch, Cleveland Public Library
CARL P. P. VITZ,	Main Library, Cleveland Public Library
GEORGE F. STRONG,	Adelbert College Library, Western Reserve University
CAROLINE E. WATERS,	College for Women Library, Western Reserve University

THE LIBRARY SCHOOL

GENERAL STATEMENT

The establishment of this School as a department of Western Reserve University in 1903 was rendered possible by a gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the students.

The School is well equipped as to facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building a branch of the Cleveland Public Library which, though conducted by the staff of the School, is open to the community at large. The collection numbers about 4,400 volumes.

A sufficient number of typewriters of recognized standard models is provided for the daily use of the students. Some of the less expensive machines are included, in order that students may know of them when confronted later by the question of purchase.

The course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. While, as is eminently proper in a school so established and endowed, special attention is given to training for work in our rapidly developing system of public libraries, the interests of college, endowed, and other libraries are not neglected.

A certificate is given on the satisfactory completion of the year's work.

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required to pass entrance examinations in General Literature, General History and Current Information, and in two foreign languages, one of which *must* be a modern one, both of which may be. The test of intellectual fitness is made through such examinations rather than by requiring a certain amount of formal education, because, although the School recognizes the fact, that, generally speaking, high school and college courses are the best educational preparation for a library school course, it realizes that the equivalent of this preparation and culture may have been obtained in other ways.

Persons desiring to enter the School are supplied on request with the required form of application blank. This should be filed at the School as soon as filled out, as only applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if an applicant is obliged to withdraw, the School should be notified as soon as possible.

Persons under twenty years of age are not ordinarily admitted to the regular class, and those over thirty-five who have not had considerable previous library experience are advised not to take up the work.

The class is limited to twenty-five in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them best fitted for the work.

A month's preliminary practice under the supervision of a trained librarian in an approved library is required of all candidates who have been definitely admitted to the class and who have not had accredited library experience. This practice is to be taken at any time between the passing of the examinations and the opening of the School and may be arranged for through the Director of the School.

The examinations will be held at the School on Friday and Saturday, June 18th and 19th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, ar-

rangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at the time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School, as a personal acquaintance with applicants is very desirable.

Although at the option of the Faculty, entrance examination papers passed one year may be held over for the following year and thus the applicant be admitted without a second examination, it is done only in exceptional cases. Anyone, therefore, who has taken the examinations and for any reason has not been admitted but desires to enter the School a subsequent year, should take up the matter of re-examination with the Director before June.

For further information address the Director, Alice S. Tyler, Library School, Western Reserve University.

Students are admitted only at the beginning of the first term, and the School offers neither a summer course nor a correspondence course.

PRELIMINARY PREPARATION

Students who wish to select college or reading courses with reference to taking a library school course later are advised to consider especially the following subjects: history, literature, modern languages (preferably French and German), general or historical courses in art, education, sociology, psychology and the sciences.

The ability to use the typewriter is not only an important part of a librarian's equipment, but will facilitate the work of the student while in the School. Applicants are therefore advised to gain practice in typewriting before entering.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. Half of this fee is payable at the beginning of the year, and half at the beginning of the second half-year in February. The expense for books, stationery and other material used should not exceed thirty-five dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged. There is no matriculation fee.

Rooms and board may be procured in the vicinity of the University for \$7 a week and up. Young women students are accepted for residence in Guilford House and Haydn Hall, located on the campus of the College for Women, through the courtesy of that college.

Ordinarily it is not advisable for a student to undertake to earn a part of her expenses while she is in residence. This has been done in exceptional cases, but the work of the School usually requires all the time and energy of the student, hence outside work is discouraged.

POSITIONS

The Library School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Experience has proved that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country.

SPECIAL LECTURES

During the year the students usually have the opportunity of hearing some of the leading librarians of the country. Through informal talks upon special phases of library work from these experienced workers a professional outlook and an inspiration are gained which are of great value to the prospective library worker.

Special workers in related fields and professions lecture during the year in the courses in Public Library and Community Welfare and Library Administration, and members of the Library School have the privilege of attending the public lectures of the University and of the Case School of Applied Science.

A lectureship has been established by the Alumni Association of the Library School, the purpose of which is to provide one or more lectures a year on subjects of general library and literary interest to be given by persons of experience and recognized ability.

LIBRARIES

The students have the use of the following libraries for study and reference:

The library of Adelbert College, occupying the Hatch library building on the campus within convenient reach of Adelbert Hall

and having a collection of 82,000 volumes. This is a general reference library, including important special collections in literature, history, the social sciences and bibliography.

The Public Library numbering about 550,000 volumes, with thirteen larger branches, twelve smaller branches, sixteen school branches, and ninety-six stations. The extensions of the Public Library rendered possible by the gift of two hundred and fifty thousand dollars from Mr. Andrew Carnegie for the purpose of building these branch libraries, furnish an object lesson in library planning, building and organization.

Case Library with a fine general collection of over 85,000 volumes, in the Caxton Building near the center of the city.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Avenue, S. E., and also the Cleveland Law Library of 20,000 volumes in the Court House, are open for the inspection of the students.

UNIVERSITY ADVANTAGES

The following regulation has been passed by the Faculty of the College for Women of Western Reserve University: Students wishing to combine the college course with that of the Library School may receive both the degree of A. B. and the certificate of the Library School at the end of four years. To this end seven units credit will be given in the College for Women for the work of the one year course in the Library School. The remaining three units of the college work are to be obtained by extra work. Arrangements for this combined course should be made in each case with the Dean of the College for Women and the Director of the Library School.

The gymnasium of the College for Women is available for the use of the students. Students are examined by a physician and by the Director of the Gymnasium upon entering the School, and suitable exercise is prescribed. Library School students are scheduled for a definite period each week for gymnasium work.

DESCRIPTION OF COURSES

The courses of study are grouped under three headings: Bibliographic, Technical and Administrative. While such classification of subjects cannot be exact because of the inter-relation of topics, it affords the basis for a balanced year of study. The school year is divided into two half-years. The courses run through the entire year.

All of the Bibliographic and Technical courses require laboratory work. The time indicated under each subject is for lectures only. Additional time, which will average about three hours, is required for preparation in connection with each class period.

The Open Course now offered for the first time, is a section of twelve weeks of the regular course to which library workers are admitted for the lecture and class room periods.

BIBLIOGRAPHIC COURSES

REFERENCE WORK

MR. STRONG

A study of the standard works of reference, general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, special bibliographies, and the more important newspapers and periodicals. Works of a similar scope are compared, and the limitations of each pointed out. List of questions made up from practical experience are given and the method of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of the method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 36 hours.

PUBLIC DOCUMENTS

MR. HIRSHBERG

A brief survey of United States government publications with a consideration of state and municipal documents as illustrated by the publications of the State of Ohio and the City of Cleveland. Department organization, methods of printing and distribution, document indexes, and the use of documents in reference work are considered, and emphasis is laid upon the documents of most value to the small library. Cataloguing of documents is not considered in this course, but is taken up in the cataloguing course. 6 hours.

BIBLIOGRAPHY

MISS HOWE (Course 1)

MISS HUBBARD (Course 2)

MR. SEVERANCE (Course 3)

1. TRADE BIBLIOGRAPHY. The growth of trade bibliography in general, with emphasis more specifically laid on the American and English side. Familiarity with the work studied is gained through the solution of practical problems. The aim of the course is to give the student a general working knowledge of trade publications. 7 hours.

2. BOOK-BUYING. General lectures on book buying, publishers, prices, etc. 3 hours.

3. GENERAL BIBLIOGRAPHY. A brief resumé of general bibliography. 3 hours.

BOOK SELECTION AND EVALUATION

MISS TYLER

MRS. HARRON

A seminary course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of such means to that end as popular lectures, the publishing of book lists, etc.; (c) a general survey of the literature of various subjects by specialists in those subjects. 30 hours.

Evaluation of current periodicals in connection with reading room and reference uses is a part of this course. 2 hours.

HISTORY OF THE PRINTED BOOK

MR. ROOT

A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 6 hours.

TECHNICAL COURSES

TYPEWRITING

MISS WHITE

The course consists of a number of hours of individual practice on sheet and card work under supervision. After the first month the use of the typewriter is required in preparing written work, especially in the technical subjects. 8 hours.

ACCESSIONING

MISS CASS

The condensed accession book is used, and other systems of keeping accession records, and of withdrawing books from the library are taught. The mechanical preparation of books for the shelves is included. 4 hours.

CLASSIFICATION

MISS HOWE

A study of the subject matter of books with a view to their arrangement on the shelves of a library. General principles of classification are laid down; several systems are described; and a thorough study is made of the Dewey Decimal Classification as it is used in both the large and the small library. 30 hours.

CATALOGUING

MISS HOWE

Instruction is confined chiefly to dictionary cataloguing. Practice in ordering and using Library of Congress cards is given in connection with the work done for the East Branch of the Cleveland Public Library. All books used as examples for Subject Headings are classified at the same time. 56 hours.

BOOK NUMBERS, SHELF-LISTING

MISS CASS

The Cutter, and the Cutter-Sanborn alphabetical order tables are used for book numbers. Variations in usage for public and college libraries are discussed. Instruction in shelf-listing is limited to the card form for all entries. The work is so planned that the students assign book numbers and make shelf-list records for all books used in the Classification course. 5 hours.

BOOKBINDING AND REPAIR

MISS STILES

Lecture subjects include library, publishers' and re-inforced bindings, mending and repair, materials, paper, and history of art of bookbinding (with slides).

Practice work is given in mending; in preparing books and periodicals for binding; in giving specifications for binding on a varied assortment of books; in estimating wearing qualities of different editions; and in the binding of two books by each student.

Visits also are made to the library bindery and to a commercial bindery in the city. 10 hours.

SINGLE LECTURES

Single lectures are given on a number of minor subjects such as note-taking, supplies, mounting and care of samples, receiving and acknowledging gifts, checking of periodicals, etc., with practice work if necessary.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION, ADMINISTRATION AND EXTENSION

MISS TYLER

MISS EASTMAN

MR. BRETT

THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observations and practice at the various departments and branches of the Cleveland Public Library.

Growth and present conditions of American libraries including library schools, associations, and other organizations.

LIBRARY EXTENSION. Rural extension through county and township systems, State systems of extension, Library Commissions and traveling libraries.

THE PUBLIC LIBRARY AND COMMUNITY WELFARE. The agencies for civic and community betterment and the library's field in active cooperation. The library's responsibility in social service. Social centres and community and neighborhood surveys.

REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library.

BUSINESS METHODS. Including office routine, correspondence forms, filing systems, proof reading and allied topics. 50 hours.

DIRECTOR'S ROUND TABLE

MISS TYLER

Discussions of matters of interest pertaining to the work of the School and to current events. Library and book news, important library publications, and the activities of the various library associations and other organizations are considered. Open only to members of the regular class. 10 hours.

WORK WITH CHILDREN

MISS BURNITE

A presentation of work with children for the general assistant and for the librarian of a small library: The subjects of the lectures are, Children's books and child nature, Methods of directing children's reading, Organization of children's work, Administration of a children's room, and Work with schools. A small amount of each student's practice time is given to the children's room. 13 hours.

LOAN WORK

MISS HOWE

MISS EASTMAN

Comparative study of types of loan systems, including discussions of such topics as registration, fines, reserves, duplicate pay collections, prevention of contagion, care of shelves, training of pages, contact with the public and the various means of bringing books to public attention and use. 10 hours.

PRACTICE WORK

As it is considered very important to bring the students into touch with actual library conditions and to test their ability therein, a certain amount of practice work in the Cleveland libraries is required of all students in addition to class problems and laboratory work. This is planned primarily for the benefit of the students rather than the libraries, and only such work is required as seems necessary to a practical knowledge of each subject.

The work is done by means of individual assignments, is distributed throughout the year in such a way as to closely relate it to the corresponding subjects as developed in class work, and is carefully supervised and afterward discussed with the student.

It covers:

- (a) Work with the public in the circulating departments of the various libraries. 100 hours.
- (b) Technical work on books purchased for the East Branch of the Cleveland Public Library which has been already mentioned in the General Statement concerning the Library School in this catalogue. This work covers all the steps in the process of preparing books for circulation. 40 hours.

LIBRARY VISITS

Visits to libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the clientèle, conditions surrounding, and methods of work in the various kinds of libraries—professional, technical, reference, popular, children's, etc.

Visits are made to the libraries of the cities of Cleveland, Pittsburgh, and various towns in Ohio.

THE OPEN COURSE

The Library School offers an Open Course of twelve weeks, beginning Monday, February 8th and concluding April 30th, 1915. Applicants for admission must submit to the Director of the School a record of several years' acceptable library experience, or have had previous library training.

The basis of this course will be weekly lectures on "The Public Library and Community Welfare," given by the Director and visiting lecturers; and studies in library administration and extension.

The course in "The Public Library and Community Welfare" is a part of the regular work of the School, but special students will be admitted for this period, who out of actual experience feel the need for a study of the human problems of library work which are presented by present civic and social conditions. The Cleveland Public Library through its various agencies, and the many philanthropic organizations in Cleveland which are united in the Cleveland Federation of Charity and Philanthropy offer unusual opportunities for a study of the most advanced application of the principles of social service. Lectures on Library Administration by Mr. W. H. Brett, Librarian of the Cleveland Public Library and Miss Linda A. Eastman, the Vice-Librarian, and a study of the branches of the Cleveland Library system and the work with foreigners will be an important part of this Open Course. There will also be lectures during this period by other well-known librarians on some of the larger aspects of library work.

Local lecturers connected with the Cleveland Federation of Charity and Philanthropy and with the work of the Cleveland Survey will cooperate with the School in this course.

Those attending the Open Course will be admitted to certain other regular courses and lectures given during this period, namely, weekly lectures on Reference Work and Book Evaluation; a series of six lectures on the History of the printed book, by Professor

A. S. Root of Oberlin College; a series of lectures on Psychology; a series of ten lectures on Bookbinding and Book Repair, by Miss Gertrude Stiles; and the regular lectures in technical work. No practice work in any of these subjects will be expected of those attending the Open Course, and no grades or credits will be given; all of these subjects are in the regular course and are primarily for those taking the full year's work.

The tuition for the Open Course will be \$25.00. Write to the Director for application blanks.

STUDENTS

REGULAR STUDENTS

Martha Wynne Abell	<i>Cleveland</i>	1644 E. 86th St.
Clara Louida Angell	<i>Toledo</i>	3004 Euclid Heights Blvd.
College for Women, Western Reserve University, 1912-14.		
Violet Dole Austin	<i>Hawi, Hawaii</i>	Haydn Hall
Oahu College, 1914.		
Harriet King Avery	<i>Tabor, Ia.</i>	2100 Adelbert Rd.
B. L., Tabor College, 1890; A. B., 1907.		
Louise Ermine Bailey	<i>Minneapolis, Minn.</i>	2126 Fairmount Rd.
University of Minnesota, 1913-14.		
Rose Eva De Moss	<i>Bellingham, Wash.</i>	11511 Mayfield Rd.
University of Washington, 1902-03.		
Leita Elizabeth Edwards	<i>Mentor</i>	1946 E. 101st St.
Lake Erie College, 1911-13.		
Ruth Mabon Fornwalt	<i>Wilksburg, Penn.</i>	Haydn Hall
Stella Rae Glasgow	<i>Youngstown</i>	Guilford House
College for Women, Western Reserve University, 1913-14.		
Helen Rachel Harsh	<i>Ligonier, Ind.</i>	1942 E. 101st St.
Bertha Dorothy Imbery	<i>Cleveland</i>	2604 Garden Ave.
Gail Janette Koster	<i>Augusta, Mich.</i>	1942 E. 101st St.
Helena Smedes LeFevre	<i>New Paltz, N. Y.</i>	Haydn Hall
Dorothy Hazel Leonberger	<i>Spokane, Wash.</i>	1942 E. 101st St.
Helen Bartlett Lewis	<i>Cleveland</i>	1497 E. 115th St.
College for Women, Western Reserve University, 1911-14.		
Mildred Cordelia McAfee	<i>Cleveland</i>	7418 Clement Ave.
College for Women, Western Reserve University, 1912-14.		
Bertha Edith Mantle	<i>Elyria</i>	10078 Republic Ct.
A. B., Oberlin College, 1913.		
Vera Palmer	<i>Ft. Wayne, Ind.</i>	Haydn Hall
Helen Mar Ranson	<i>Batavia</i>	2100 Adelbert Rd.
A. B., University of Wisconsin, 1910.		
Nellie Grace Sill	<i>Warren, Penn.</i>	9715 Logan Ct.
Oberlin College, 1906-07, 1913-14.		
Lucile Standiford	<i>Onarga, Ill.</i>	10086 Republic Ct.
Northwestern University, 1905-06.		

Ruth Van Dyke Steadman	<i>Livingston, Mont.</i>	Haydn Hall
Alice Elizabeth Stocking	<i>Cleveland</i>	2067 E. 102nd St.
Alice Williams	<i>Cherokee, Ia.</i>	Haydn Hall
Buena Vista College, 1904-05.		

REGULAR STUDENTS 24.

SPECIAL STUDENTS

By special arrangement, assistants from the various Cleveland libraries have the privilege of taking partial work, thus requiring a longer time to complete the full course.

The following student has taken advantage of this arrangement for two years and is finishing with the class of 1915.

Isabelle Clark	9715 Logan Ct.
B. S., Bellevue College, 1906; University of California, 1909.	

The following students are taking one or more courses in the School this year:

Rosalie A. Brooker	1603 E. 86th St.
Nora M. Clark	7504 Linwood Ave.
A. B., University of Toronto, 1911.	
Ida C. Lucht	7421 Madison Ave.
A. B., University of Michigan, 1913.	

SPECIAL STUDENTS 4.

COMPLETE LIST OF STUDENTS HOLDING
CERTIFICATES, 1905-14.

- Ruby Marsh Allen, '12,
Assistant, Walker Branch, Public Library, Minneapolis, Minn.
- Edna Isabel Allyn, '05,
Librarian, Library of Hawaii, Honolulu, Hawaii.
- Helen Arnet, '10,
Assistant, Adelbert College Library, Western Reserve University.
- Helena Backus, '14,
Assistant, Miles Park Branch, Public Library, Cleveland.
- Bertha R. Barden, '07,
In Charge of Apprentice Class, Public Library, St. Paul, Minn.
- Helen M. Beale, '10,
Assistant, Adelbert College Library, Western Reserve University.
- Amy M. Benner, '13,
Supervisor of Inventory and Head of Shelf Division, Public Library, Cleveland.
- Adele Grace Bohmer, '14,
Assistant, Shelf Division, Public Library, Cleveland.
- Victoria Bronson, '14,
Assistant, Woodland Branch, Public Library, Cleveland.
- Nina C. Brotherton, '07,
Instructor in Story-telling, Public Library, Cleveland.
- Hazel L. Brown, '09, (withdrawn from library work).
Parma, Michigan.
- Ruth A. Brown, '14,
Assistant, Conely Branch, Public Library, Detroit, Mich.
- Doris E. Burgey, '14,
Assistant in Children's Room, Hamilton Fish Park Branch, Public Library, New York, N. Y.
- Mildred M. Burke, '11,
5142 Ellis Ave., Chicago, Ill.
- Alicia Burns, '08,
Now Mrs. Isaac M. Stickney, 1477 Alameda Ave., Lakewood.
- Agnes Burns, '07,
Assistant Librarian, Public Library, Ogdensburg, New York.
- Marie E. Cahill, '11,
Now Mrs. Ernst Watzel, 5 Schulgasse Strausse, Vienna XIII.
- Margaret E. Calfee, '14,
Senior, New York Public Library School, and Assistant in Circulating Department, Ft. Washington Branch, Public Library, New York, N. Y.
- Hattie M. Callow, '10,
Librarian, Quincy Branch, Public Library, Cleveland.
- Constance S. Calkins, '10,
Librarian, Central High School Branch, Public Library, Cleveland.
- Hazel C. Clark, '14,
Assistant, Circulating Department, Public Library, Detroit, Mich.

- Ruth E. Charles, '10,
Assistant, College for Women Library, Western Reserve University.
- Cordelia Elizabeth Claflin, '09,
Assistant, Adelbert College Library, Western Reserve University.
- Marion Comings, '06,
Librarian, Public Library, Elyria.
- Edith L. Cook, '09,
Librarian, East Technical High School Branch, Public Library, Cleveland.
- Ida B. Coon, '12,
Now Mrs. Albert Chaloupka, 617 East 107th Street, Cleveland.
- Ethel B. Copland, '12,
Cataloguer, Public Library, Fresno, California.
- Florence L. Cottrell, '14,
Assistant, Lorain Branch, Public Library, Cleveland.
- Blanche C. Coveney, '14,
Assistant, Glenville Branch, Public Library, Cleveland.
- Elizabeth A. Cumings, '11,
Now Mrs. D. O. Anderson, 1615 East 73rd Street, Cleveland.
- Margaret Curran, '14,
1255 North Jefferson Street, Huntington, Indiana.
- Claire Darby, '11,
Assistant, Technology Division, Public Library, Cleveland.
- Lillian A. Dell, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Blanche J. Dissette, '06,
Now Mrs. H. N. Matzen, 10801 Lee Ave., Cleveland.
- Elizabeth B. Doren, '14,
Head of Order Department, Public Library, Dayton.
- Edith L. Eastman, '07,
Associate Librarian, Wesleyan University, Middletown, Conn.
- Rose L. Eichenbaum, '11,
First Assistant, Alliance Branch, Public Library, Cleveland.
- Ruth M. Ellis, '10,
Assistant Librarian, Hamilton College, Clinton, N. Y.
- Elizabeth L. Elterich, '08,
Head Cataloguer, Carnegie Free Library, N. S., Pittsburgh, Penna.
- Mary L. Ely, '07,
Supervisor of Work with Children, Public Library, Dayton.
- Mary D. Enoch, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Ethel H. Fitch, '10,
Assistant Cataloguer, Public Library, Cincinnati.
- Jennie M. Flexner, '09,
Head of Circulation Department, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05, (withdrawn from library work).
Sea Cliff, Long Island, N. Y.
- Celia F. Frost, '13,
Children's Librarian, Public Library, Minneapolis, Minn.

- Harriet A. Gage, '06,
Now Mrs. Arthur W. Heyer, Chester, Ill.
- Alice G. Gaylord, '06,
In Charge of Stations and Extension Work, Public Library, Duluth, Minn.
- Emma C. Gebauer, '12,
Assistant, Broadway Branch, Public Library, Cleveland.
- Emma A. Geisler, '10,
Assistant, Public Library, Canton.
- Florence M. Gifford, '11,
Assistant, Main Library, Public Library, Cleveland.
- Florence L. Gilbert, '08,
Librarian, Washington High School, Portland, Ore.
- Audiene Graham, '13,
Librarian, Public Library, Owatonna, Minn.
- Thirza E. Grant, '08,
Senior, New York State Library School, Albany, N. Y.
- Helen L. Greenamyre, '12,
Assistant, Children's Department, Public Library, Cleveland.
- Irene R. Grimm, '13,
Assistant, Catalogue Department, Public Library, Cleveland.
- Theodosia E. Hamilton, '07,
Assistant Cataloguer, Public Library, Des Moines, Iowa.
- Juliet A. Handerson, '08,
Assistant to the Director, New York Public Library School, New York, N. Y.
- Ruth A. Hapgood, '08,
Grade School Librarian, Public Library, Cleveland.
- Grace E. Houghton, '11,
Assistant in Order Division, State Normal College Library, Ypsilanti, Mich.
- Ruth A. Haven, '12,
Organizer, Minnesota Public Library Commission, St. Paul, Minn.
- Mabel M. Hawthorne, '11,
Assistant Librarian, Oahu College Library, Honolulu, Hawaii.
- Althea M. Hayman, '14,
Assistant, Glenville Branch, Public Library, Cleveland.
- Cora Hendee, '14,
Assistant, Central Lending Division, Carnegie Library, Pittsburgh, Penna.
- Evelyn C. Hess, '13,
Assistant, Children's Room, Hamilton Fish Park Branch, Public Library, New York, N. Y.
- Edith M. Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel L. Hines, '09,
Now Mrs. Norman C. Houser, 1468 East 118th Street, Cleveland.
- Mrs. Amy S. Hobart, '06,
Librarian, Woodland Branch, Public Library, Cleveland.
- Else M. Horr, '10,
Assistant, Western Reserve Historical Society Library, Cleveland.

- Adaline Howell, '14,
Library Editor and Bibliographer, Public Library, Detroit, Mich.
- Emma Hulings, '13,
Now Mrs. Frank E. Stewart, Oil City, Penna.
- Frances C. Hunter, '06,
Librarian, Steele High School Library, Dayton.
- Lura C. Hutchinson, '14,
Evening Superintendent of Circulation, Central Library, Public Library, Minneapolis, Minn.
- Edith M. Jones, '08, (withdrawn from library work).
2969 Vernon Ave., Chicago, Ill.
- Mabel D. Jones, '08,
Librarian, State Department of Archives and History, Charleston, W. Va.
- Bessie H. Kelsey, '13, (on leave of absence).
Assistant, Literature Division, Public Library, Cleveland.
- Mary E. Kingsbury, '14,
Librarian, Public Library, Hampton, Iowa.
- Dora M. Kletzkina, '13,
Now Mrs. B. M. Becker, 2472 East 43rd Street, Cleveland.
- Ethel M. Knapp, '07,
Reference Librarian, Public Library, Davenport, Ia.
- Alice J. Kozlik, '09,
First Assistant, Lorain Branch, Public Library, Cleveland.
- Carrie L. Krauss, '13,
Reference Assistant, Adelbert College Library, Western Reserve University.
- Richard A. Lavell, '05,
Died November 28, 1913.
- Edith C. Lawrence, '09,
Cataloguer, University of Chicago Libraries, Chicago, Ill.
- Annabel Learned, '11,
102 Walnut Street, Binghamton, N. Y.
- Nora C. Levinger, '09,
Now Mrs. John W. Moore, 1358 Webb Road, Lakewood.
- Cecelia Lewis, '09,
Librarian, William Street Branch, Public Library, Buffalo, N. Y.
- Jessie L. Lindo, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Edna M. Little, '13,
Assistant, Miles Park Branch, Public Library, Cleveland.
- Evelyn M. Lotz, '09, (withdrawn from library work).
Kinsman.
- Nellie M. Leuhrs, '07,
Assistant, Main Library, Public Library, Cleveland.
- Frances H. Lynch, '05, (withdrawn from library work).
40 Park Street, Northampton, Mass.
- Muriel A. McArthur, '14,
93 Bedford Ave., Buffalo, N. Y.

- Marie O. McCambridge, '10,
Librarian, South Side Branch, Rueben McMillan Free Library, Youngstown.
- Josephine McConnell, '14,
Assistant, Children's Department, Public Library, Cleveland.
- Vivien C. Mackenzie, '11,
Kingman, Arizona.
- Elsie McPherson, '09,
4216 North Kildare Ave., Chicago, Ill.
- Beatrice F. Margolies, '12,
Assistant, Woodland Branch, Public Library, Cleveland.
- Effie M. Marshall, '08,
Now Mrs. Fred Menke, 131 West 96th St., New York City.
- Mary K. Marshall, '14,
Assistant, Catalogue Department, Public Library, Cleveland.
- Phyllis McF. Martin, '10,
Assistant, Catalogue Department, Public Library, Cleveland.
- Helen D. Marvin, '12,
First Assistant, South Branch, Public Library, Cleveland.
- Katherine G. Marvin, '14,
Assistant, Union Theological Seminary Library, New York, N. Y.
- Igerna A. Mears, '11,
Librarian, Clark Branch, Public Library, Cleveland.
- Mrs. Adaline C. Merrill, '08,
16 Noble Road, East Cleveland.
- Helena A. Miller, '13,
Assistant, Hough Branch, Public Library, Cleveland.
- Mabel Miller, '14,
Assistant, Main Circulating Department, Public Library, Seattle, Washington.
- Zana K. Miller, '05,
Librarian, Spies Public Library, Menominee, Michigan.
- May L. Milligan, '13,
Senior, New York Public Library School, and Assistant, Woodstock Branch,
Public Library, New York, N. Y.
- Mildred I. Moore, '13, (on leave of absence).
Assistant, Catalogue Department, Public Library, Cleveland.
- Alice L. Morris, '10,
Assistant, Ohio State University Library, Columbus.
- Eva M. Morris, '12,
321 East 185th Street, Cleveland.
- Louise B. Myers, '10,
Assistant, Reference Department, Public Library, Cleveland.
- Harriet E. Neufer, '10,
Now Mrs. George G. Spitzer, Grafton.
- Mabel Newhard, '06,
Librarian, Public Library, Virginia, Minn.
- Magdalene R. Newman, '05,
Library Cataloguer, U. S. Museum, Smithsonian Institute, Washington, D. C.

- Mary R. Norton, '10,
Died, December 23, 1912.
- Stella C. Norton, '09,
First Assistant, Glenville Branch, Public Library, Cleveland.
- Celeste Oliver, '12,
Now Mrs. Clarence Whitwell, Barkwill, N. Y.
- Mildred F. Parsons, '07,
Cataloguer, A. K. Smiley Public Library, Redlands, Calif.
- Lillian M. Patterson, '10,
Assistant, Periodical Division, Public Library, Cleveland.
- Viola B. Phillips, '14,
Assistant, Reuben McMillan Free Library, Youngstown.
- Ida Z. Pickens, '11,
Died in August, 1914.
- Cornelia Plaister, '13,
Supervisor of Branches, Public Library, Souix City, Iowa.
- Vera A. Price, '10,
Librarian, Public Library, Bucyrus.
- Edythe E. Prouty, '08,
Supervisor of Stations, Public Library, Cleveland.
- Helen G. Prouty, '11,
Assistant, Periodical Division, Public Library, Cleveland.
- Ernest J. Reese, '05,
Instructor, University of Illinois Library School, Urbana, Ill.
- Pauline Reich, '13,
First Assistant, 96th Street Branch, Public Library, New York, N. Y.
- Marguerite B. Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati.
- Elizabeth M. Richards, '11,
Head Cataloguer, and Reference Librarian, Library of Hawaii, Honolulu, Hawaii.
- Rena Richards, '06, (withdrawn from library work.)
Toledo.
- Mrs. Florence H. Ridgway, '09,
Assistant Librarian, Berea College Library, Berea, Ky.
- Edith M. Roberts, '08,
Cataloguer, Public Library, Canton.
- Jennie E. Roberts, '06,
Acting Librarian, Iowa State University Library, Iowa City, Ia.
- Laura Robson, '12,
Assistant, Public Library, Berkeley, Calif.
- Emeretta G. Root, '07,
Now Mrs. Renier J. Straeton, 1004 Park Road, Washington, D. C.
- Frances E. Root, '05,
Now Mrs. Albert K. Hibbard, 15 Holdenhurst Ave., N. Finchley, London,
England.
- Margaret Rusbatch, '12,
First Assistant, Stations Department, Public Library, Cleveland.

- Louise C. Sadlier, '07,
Assistant, Main Library, Public Library, Cleveland.
- Martha C. Sanborn, '09,
Librarian, Morningside College, Sioux City, Ia.
- Katherine Ruth Savord, '14,
Assistant, Catalogue Department, Public Library, Cleveland.
- Clara L. Schafer, '14,
Assistant, Children's Department, Public Library, Cleveland.
- Pyrrha B. Sheffield, '13,
Assistant Cataloguer, Public Library, Chicago, Ill.
- Gertrude H. Sipher, '13,
Assistant, Catalogue Department, Public Library, Cleveland.
- Marian S. Skeele, '08,
In Charge of Apprentice Class, Carnegie Library, Pittsburgh, Penna.
- Florence I. Slater, '12,
Librarian, Collinwood Branch, Public Library, Cleveland.
- Alice M. Smith, '14,
Assistant, Children's Department, Public Library, Cleveland.
- Harriet B. Smith, '11,
Assistant, Catalogue Department, Public Library, Cleveland.
- Jessie H. Starr, '09,
Librarian, Hiram House Branch, Public Library, Cleveland.
- Helen J. Stearns, '05,
Librarian, Minnesota Public Library Commission, St. Paul, Minn.
- Elizabeth K. Steele, '09,
Librarian, Public Library, Elyria.
- Ellen G. Stocker, '09,
Librarian, P. M. Musser Public Library, Muscatine, Iowa.
- Hattie Stokely, '13,
First Assistant, Miles Park Branch, Public Library, Cleveland.
- Luella E. Stollberg, '08,
Children's Librarian, Public Library, Toledo.
- Wilda C. Strong, '08,
Now Mrs. Martin W. Peck,
Assistant in Library Science, Simmons College, Boston, Mass.
- Minnie McD. Sweet, '08,
Now Mrs. Attilio D. Monti.
Assistant, Order Department, Public Library, Cleveland.
- Myrtle M. Sweetman, '09,
Librarian, Carnegie West Branch, Public Library, Dayton.
- Jennette R. Tandy, '13,
Librarian, Public Library, Kendallville, Ind.
- Nouvart H. Tashjian, '08,
Cataloguer, Public Library, St. Paul, Minn.
- Gordon W. Thayer, '12,
Assistant, Shelf-list Department, Harvard University Library, Cambridge, Mass.
- Sarah A. Thomas, '10,
Librarian, Alliance Branch, Public Library, Cleveland.

- Ruth M. Tiffany, '12,
Now Mrs. William H. Bainum, Marysville, Mo.
- Eliza E. Townsend, '05,
Supervising Librarian of State Institutions of Iowa, Des Moines, Ia.
- Mildred Van Schoick, '13,
Cataloguer, Legislative Reference Bureau, Columbus.
- Carl P. P. Vitz, '05,
Second Vice-Librarian, Public Library, Cleveland.
- Mabel Vogely, '10,
Assistant, Public Library, Ft. Wayne, Ind.
- Mary S. Wallis, '06,
Head of Department of Public Documents, Free Library, Philadelphia, Penna.
- Abbie I. Ward, '12,
Children's Librarian, South Branch, Public Library, Cleveland.
- Marion D. Warner, '11,
Now Mrs. Harry B. Clafin, 11324 Hessler Road, Cleveland.
- Helen M. Watterson, '10,
Assistant, History Division, Public Library, Cleveland.
- Emelia E. Wefel, '11,
First Assistant, Broadway Branch, Public Library, Cleveland.
- Ruth Wilcox, '13,
Assistant, Fine Arts Division, Public Library, Cleveland.
- Martha Wilson, '05,
State Supervisor of School Libraries, Department of Public Instruction, St. Paul, Minn.
- Grace E. Windsor, '11,
Librarian, Lawrenceville Branch, Carnegie Library, Pittsburgh, Penna.
- Margaret E. Wright, '12,
Grade School Librarian, Public Library, Cleveland.
- Mary Yoder, '14,
Assistant, Catalogue Department, Public Library, Dayton.
-

OFFICERS OF THE ALUMNI ASSOCIATION FOR 1914-15.

- President*, MRS. ADALINE C. MERRILL, 1908, 16 Noble Road, East Cleveland.
- First Vice-President*, JENNIE M. FLEXNER, 1909, Public Library, Louisville, Ky.
- Second Vice-President*, MABEL NEWHARD, 1906, Public Library, Virginia, Minn.
- Secretary-Treasurer*, RUTH WILCOX, 1913, Public Library, Cleveland.

SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2, 3, 4, and five others. Composition and spelling will be considered equivalent in value to one question.)

1. Who wrote? (Answer any ten) Pamela; Woman and labor; The promised land; Morte D'Arthur; Measure for measure; Faerie Queene; Essays of Elia; Treasure Island; The ordeal of Richard Feverel; Iphigenia; Marguerite du Valois; The birds; Sartor Resartus, Wisdom and destiny, The pilot, Anne of Geirstein, Pendennis, Kim, Sketch book, The saint.
2. What books have you read purely for pleasure during the past year? Describe one and tell the qualities you enjoyed in it.
3. Discuss at length the work of some English dramatist.
4. Tell in about a page the story of a Greek or Norse myth.
5. What was the Transcendental movement? What ideas did it embody? What persons were prominently connected with it?
6. Describe in not less than 200 words some distinctive period of literature in any country.
7. Give author and subject of five of the following poems: Thanatopsis; Evangeline; In Memoriam; Horatius at the Bridge; The Raven; Ancient mariner; The deserted village; Vision of Sir Launfal.
8. Name two representative American authors in each of the following fields: History; Poetry; Humor; Drama; Short story; and give one title by each author.
9. Place in country and century as nearly as possible any five of the following writers: Cicero; Erasmus; Wordsworth; Howells; Montaigne; Cervantes, Goethe, Bennett, Yeats, Ibsen, Tolstoi.
10. What two periodicals do you consider publish the best book reviews? Tell briefly why you so consider them.
11. On what special subjects have the following authors written: Ernest Thompson-Seton, Mary Baker Eddy, Jane Addams, John Burrows, Walter Prichard Eaton, Henry Krehbiel, Sarah Tyson Rorer, Henri Fabre, Woods Hutchinson, Henri Bergson.
12. Name two Russian, two French, two Italian, a Spanish, and a Scandinavian writer. Give title of one work of each writer.

GENERAL HISTORY AND CURRENT INFORMATION.

(Answer ten questions only.)

1. In what field or position have any ten of the following become prominent? Rabindranath Tagore; Constantin Meunier; Madam Curie; Alfred Noyes; Nicholas Murray Butler; Julia Marlowe; Lisa Lehmann; Margaret Deland; Anna Howard Shaw; David Lloyd-George; Venustalano Carranza; Charles S. Mellen; Rudolph Eucken.
2. Compare the causes of the Spanish-American war with those which led to intervention in Mexico in 1914.
3. Name two statesmen, two generals, and a philosopher of ancient times; giving nationality, together with a great work or achievement.
4. Discuss briefly one of the following topics: The Irish players; Pageantry; The Russell Sage Foundation; Some phase of modern social work.
5. Name or characterize any five of the following: The new Banking law; American ambassador to England; Governor of Panama canal zone; Commander in chief of the U. S. army; Prime minister of England; Political organization lately defeated in New York City municipal elections; New national revenue tax; Two disturbing elements in England's 1914 politics.
6. What historical associations are connected with the following and tell what nations were involved? Waterloo; Treaty of Ghent; Statue of Liberty; Trafalgar; Islam; Thermopylae; Gettysburg; Doomsday book, Portsmouth treaty, The Hague.
7. What contributions did Greek and Roman civilization make to the world? Describe the most notable one of each.
8. What was the chief historical event in Europe during the later part of the 18th century? Describe its main causes and effects.
9. Outline briefly an account of the principal nations which flourished before the Greeks. Name five persons whom you consider contributed to their history.
10. Describe the period of the Commonwealth in England, mentioning the leaders.
11. What is the present status of the Panama Canal, both as to construction and control.
12. Write a page describing the social conditions in Russia.
13. What books on English or American history are familiar to you? Give a brief descriptive note on any one of them.

FRENCH.

Translate without a dictionary:

Adeux de Corinne á Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancholie. Cette fois elle craignait et désirait que ce fût pour toujours.

La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérié; elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se courvant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie viel Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hiess die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass sie Sage, das gewisse Frauen zaubern können und auf der Ofengabel durch die Luft rieten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinen mancherlei, was ihm nützlich war, zum Biespiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspeise für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihm.

Ofengabel=oven fork

Hundswut=hydrophobia

Lockspeise=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus in Rutenos missus eam civitatem Arvernensis conciliat. Progressus in Nitiobriges et Gabalos ab utrisque obsides accipit, et magna coacta manu in provinciam Narbonem versus inruptionem facere contendit. Qua re nuntiata Caesar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, praesidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui finis Avernorum contingunt, convenire iubet.

His rebus comparatis, represso iam Lucterio et remoto, quod intrare intra praesidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernos ab Helviis discludit, durissimo tempore anni altissima nive iter impediabat; tamen discussa nive in altitudinem pedum VI atque ita viis patefactis, summo militum labore ad finis Avernorum prevenit.

anteverto=prefer

nix=snow

discutio=clear away

THE
LIBRARY SCHOOL
OF
Western Reserve University
IN THE
CITY OF CLEVELAND



CATALOGUE

1915-1916

CALENDAR

1915.

21 Sept.	Tuesday	Matriculation and registration. First term begins.
25 Nov.	Thursday	Thanksgiving day.
22 Dec.	Wednesday (evening)	Winter recess begins.

1916.

5 Jan.	Wednesday (evening)	Winter recess ends.
5 Feb.	Saturday	First term ends.
7 Feb.	Monday	Second term begins.
22 Feb.	Tuesday	Washington's birthday.
19 April	Wednesday (evening)	Easter recess begins.
26 April	Wednesday (evening)	Easter recess ends.
30 May	Tuesday	Memorial day.
11 June	Sunday	Baccalaureate sermon.
12 June	Monday	Alumni meeting and luncheon.
15 June	Thursday	COMMENCEMENT.
16-17 June	Friday-Saturday	Examination for admission.

SUMMER VACATION.

19 Sept.	Tuesday	Matriculation and registration. First term begins.
30 Nov.	Thursday	Thanksgiving day.
21 Dec.	Thursday (evening)	Winter recess begins.

1917.

4 Jan.	Thursday (evening)	Winter recess ends.
3 Feb.	Saturday	First term ends.

FACULTY

CHARLES FRANKLIN THWING, D. D., LL. D., 11109 Bellflower Road
President.

A. B., Harvard College, 1876; Andover Theological Seminary, 1876-79; D. D., Chicago Theological Seminary, 1888; LL. D., Illinois College and Marietta College, 1894; Washington and Jefferson, 1902; President, Adelbert College and Western Reserve University, 1890—

WILLIAM HOWARD BRETT, A. M., 2250 E. 49th Street
Dean.

Library Organization, Administration, and History.

Western Reserve College, 1870-71; University of Michigan, Medical School, 1868-69; Librarian, Cleveland Public Library, 1884—; Lecturer on Library Administration, Library School, Western Reserve University, 1903—

ALICE S. TYLER, 2051 E. 77th Street
Director and Professor of Library Science.

Library Organization and Administration, Book Evaluation, and The Public Library and Community Welfare.

University of Illinois Library School, 1893-94; Acting Librarian, Decatur, Ill., Public Library, 1895; Catalogue Librarian, Cleveland Public Library, 1895-1900; Secretary, Iowa State Library Commission, 1900-13; Director, Iowa Summer Library School, University of Iowa, 1901-12; Director, Library School, Western Reserve University, 1913—

HARRIET EMMA HOWE, B. L. S., 2126 Fairmount Road
Assistant Professor of Library Science.
Classification, Cataloguing and Subject Headings, Trade Bibliography and Loan Systems.

B. L. S., University of Illinois, 1902; Member of Illinois Library Staff, 1902-04; Instructor, University of Illinois Library School, 1904-06; Director, University of Washington Summer Library School, 1905-06; Head Cataloguer and Instructor in Summer Library School, University of Iowa, 1906-10; Chief Cataloguer, Minneapolis Public Library, 1910-13; Director, Summer Library School, University of Iowa, 1914-15; Instructor in Classification, Cataloguing and Allied Subjects, Library School, Western Reserve University, 1913—

MARY HELEN CLARK, A. B., 2049 E. 115th Street
Accessioning, Book Numbers, Shelf-listing and Allied Subjects;
and Reviser.

A. B., Oberlin College, 1903; Junior Reviser in Cataloguing, University of Illinois Library School, 1906-08; 1910-12; Branch Librarian, Kalamazoo, Mich., Public Library, 1913-14; Cataloguer, Newberry Library, Chicago, 1914-15; Instructor in Accessioning, Book Numbers, Shelf-listing and Allied Subjects, Library School, Western Reserve University, 1915—

GEORGE FRANKLIN STRONG, A. B., B. L. S., 11432 Mayfield Road
Reference Work.

A. B., Wesleyan University, 1903; B. L. S., New York State Library School, 1909; Assistant, Wesleyan University Library, 1903-04; Librarian, University of North Dakota, 1904-08; Student, New York State Library School, 1908-09; Acting Librarian, Boston University, 1909-10; Librarian, Adelbert College, 1910—; Instructor in Reference Work, Library School, Western Reserve University, 1910—

LINDA ANNE EASTMAN, 3206 Prospect Avenue
Library Organization and Administration.

Assistant, Cleveland Public Library, 1892-95; Assistant Librarian and Cataloguer, Dayton, O., Public Library, 1895-96; Vice-Librarian, Cleveland Public Library, 1896—; Instructor in Library Administration, Library School, Western Reserve University, 1904—

GERTRUDE STILES,

2128 E. 100th Street

Bookbinding and Repair.

Student in Bindery of Sangorski and Sutcliffe, London; Torrini, Siena; 1899-1901; Instructor in Craft at School of Education, University of Chicago, 1905-09; Supervisor of Bindery, Cleveland Public Library, 1910—; Instructor in Bookbinding and Repair, Western Reserve University Library School, 1910—

AZARIAH SMITH ROOT, A. B., A. M.,

Oberlin

History of the Printed Book.

A. B., Oberlin College, 1884; A. M., 1887; Student, Boston University Law School, 1884-85; Student, Harvard University Law School, 1886-87; Librarian, Oberlin College, 1887—; Student, University of Göttingen, 1898-99; Professor of Bibliography, Oberlin College, 1890—; Lecturer on Book Printing and Illustrating, Library School, Western Reserve University, 1906-15; Instructor in History of the Printed Book, 1916—

CARL PETER PAUL VITZ, A. B.,

32 Elberon, East Cleveland

Public Documents.

A. B., Adelbert College, Western Reserve University, 1904; Western Reserve Library School, 1904-05; New York State Library School, 1906-07; First Assistant, Order Department, Cleveland Public Library, 1905-06; Assistant Librarian, Public Library of the District of Columbia, 1907-09; Director's Assistant, New York State Library, 1909-12; Instructor, New York State Library School, 1910-13; Second Vice-Librarian, Cleveland Public Library, 1912—; Lecturer, Library School, Western Reserve University, 1913-14; Instructor in Public Documents, 1915—

EDNA LYMAN SCOTT,

417 13th Avenue, N. Seattle, Washington

Library Work with Children.

Supervisor of Children's Work, Public Library, Oak Park, Illinois, 1898-1906; Professional Story-teller and Lecturer on Story-Telling and Children's Literature, 1906—; Instructor in Library Work with Children, Iowa Summer Library School, 1906-1911; Special Lecturer on Library Work with Children, University of Illinois Library School, 1906—; Instructor in Library Work with Children, Library School, Western Reserve University, 1915—

EVA GERTRUDE MAY,

2233 Cummington Road

Director of Physical Training.

Graduate, Sargent Normal School of Physical Training, 1894; Assistant, Harvard Summer School of Physical Training, 1896-1900; Instructor in Gymnasium, Vassar College, 1895-1906; Harvard Summer School, 1913; Director of Physical Training, College for Women, Western Reserve University, 1906—

NELLE CURTIS WHITE,

1903 E. 84th Street

Secretary and Instructor in Typewriting.

LECTURERS

CAROLINE BURNITE,

3206 Prospect Avenue

Library Work with Children.

ANNA GILKESON HUBBARD,

3126 Prospect Avenue

Lecturer on Book Buying.

ALLEN DUDLEY SEVERANCE, A. M., B. D.,

Cleveland

General Bibliography.

SPECIAL LECTURERS FOR 1914-15

MARY E. AHERN, Editor of Public Libraries.

The Fifth Kingdom and its Keeper.

CHARLES CRISWELL ARBUTHNOT, Professor of Economics, Adelbert College.

Literature of Economics.

CORINNE BACON,

What It Means to be a Librarian.

T. McCANCE BLACK, Commissioner of Recreation, Cleveland.

Recreation, a Community Necessity.

BENJAMIN PARSONS BOURLAND, Professor of Romance Languages, Adelbert College.

Poetry.

ALLEN T. BURNS, Director of the Cleveland Survey, Cleveland Foundation.

"The Work of the Cleveland Survey."

MILDRED B. CHADSEY, Commissioner of Housing, Department of Public Welfare, Cleveland.

Knowing One's Community.

*DR. SAMUEL MCCORD CROTHERS,

A Literary Clinic.

ANNIE SPENCER CUTTER, Supervisor of School Libraries, Cleveland Public Library.

Work with Schools.

FRANCIS WILBUR DICKEY, Instructor in Political Science, Adelbert College.

Civics.

MRS. LOUISE M. DUNN, Supervisor of Reading Clubs, Cleveland Public Library.

Boys and Girls Clubs.

KATHARINE JEWELL EVERTS,

The Interpretation of Literature.

The Speaking Voice.

ELIMA A. FOSTER, Head of Philosophy and Religion Division, Cleveland Public Library.

Books on Religion.

MARY B. GILSON, Service Superintendent, Joseph and Feiss Company.

Common Sense and the Other Senses in Library Work.

VIRGINIA E. GRAEFF, of the Cleveland Art School.

Books on the Fine Arts.

DUMONT GRANT, Advertising Agent for William Taylor & Son Company.

The Psychology of Advertising.

MRS. JULIA AUGUSTA HARRON, Editor for the Cleveland Public Library.

Translations of Foreign Literature.

MRS. AMY STURTEVANT HOBART, Librarian of the Woodland Branch of the Cleveland Public Library.

Books on Social Hygiene.

HENRY E. LEGLER, Librarian of the Chicago Public Library.

Library Extension in Chicago.

* On the Alumni Lectureship Foundation.

MAY MASSEE, Editor of the A. L. A. Booklist.

The A. L. A. Booklist.

MRS. ELLEN ROBERTSON MILLER,

Nature and Out-of-Door Books.

ANNIE CARROLL MOORE, Director of Children's Work in the New York Public Library.

Library Work with Children in New York.

The Love of Books with a Tribute to Cranford.

CLARA LOUISE MYERS, Associate Professor of English, College for Women.

The Essay.

MARY ELIZA PARKER, Professor of Household Administration, College for Women.

Books on Household Economics.

MRS. EDNA LYMAN SCOTT,

The Art of Story Telling.

Some Neglected Children's Books.

MRS. C. S. SELOVER.

Parliamentary Law and Usage (two lectures).

LUTIE E. STEARNS.

Social Relationships in Community Life.

GEORGE B. UTLEY, Secretary of the American Library Association.

The American Library Association.

GILBERT O. WARD, Technical Librarian of the Cleveland Public Library.

Technical Book Selection.

CHARLES W. WILLIAMS, Executive Secretary of the Cleveland Federation of Charity and Philanthropy.

The Cleveland Federation of Charity and Philanthropy.

LIBRARIANS HAVING SUPERVISION OF LOAN PRACTICE WORK OF LIBRARY SCHOOL STUDENTS FOR—1915-16

MARY I. DAVIS,	Lorain Branch, Cleveland Public Library
HATTIE M. CALLOW,	Quincy Branch, Cleveland Public Library
MRS. LOUISE E. CRAIG,	Miles Park Branch, Cleveland Public Library
ANNA GILL,	South Branch, Cleveland Public Library
MRS. ELEANOR LEDBETTER,	Broadway Branch, Cleveland Public Library
PAULINE REICH,	Carnegie West Branch, Cleveland Public Library
LURA L. HAUPT,	Glenville Branch, Cleveland Public Library
HERMINE A. SIMON,	Hough Branch, Cleveland Public Library
ELEANOR SUNDERLAND,	St. Clair Branch, Cleveland Public Library
MRS. AMY S. HOBART,	Woodland Branch, Cleveland Public Library
CARL P. P. VITZ,	Main Library, Cleveland Public Library
GEORGE F. STRONG,	Adelbert College Library, Western Reserve University
CAROLINE E. WATERS,	College for Women Library, Western Reserve University

THE LIBRARY SCHOOL

The establishment of the Library School as a department of Western Reserve University in 1903 was rendered possible by a gift from Mr. Andrew Carnegie to form an endowment fund. The School was opened in September, 1904.

It is housed in Adelbert Hall on the Adelbert College campus. The first floor is given up to the offices and lecture rooms, the second floor to the study and work rooms of the students.

The School is equipped with facilities for carrying on its work. It owns a reference library of trade bibliographies, encyclopedias, dictionaries, catalogues, periodicals, books and pamphlets on library economy. This collection is being increased from year to year. It also has a collection of books sufficiently comprehensive to exemplify the problems of classification and cataloguing, which are kept unstamped and unlabeled for the class problems of students. In addition there is in operation in the School building the East Branch of the Cleveland Public Library which, though conducted by the staff of the School, is open to the community at large. The collection numbers about 4,300 volumes. A sufficient number of typewriters of recognized standard models is provided for the daily use of the students.

The Library School course is one year in length and embraces all elementary problems in library economy and bibliography common to libraries of various types. A certificate is given on the satisfactory completion of the year's work.

A combination course has also been arranged with the College for Women in which full credit is given by the College for the year's work in the Library School. See statement under the heading "Combined Course" in this catalogue.

REQUIREMENTS FOR ADMISSION

All applicants for admission to the Library School are required, without exception, to pass entrance examinations in General Literature, General History and Current Information, and in two foreign languages, one of which *must* be a modern one, both of which may be. The minimum educational requirement is a four year High School course, or its equivalent.

Persons desiring to enter the School are supplied on request with the required form of application blank. This should be filled out and filed at the School promptly, as such applicants are notified of changes or other items of interest concerning the School. The application is in no way binding, but if an applicant is obliged to withdraw before the examinations are given, the School should be notified.

Persons under twenty years of age, and those over thirty-five who have not had considerable previous library experience, are not admitted to the class.

The class is limited in number and is finally made up by selecting those who, in addition to passing the examinations successfully, have the previous education, experience and personal qualities which seem to make them best fitted for the work.

A month's preliminary practice under the supervision of a trained librarian in an approved library is required of all accepted candidates who have not had accredited library experience. The practice is to be taken between the passing of the examinations and the opening of the School and should be arranged for through the Director of the School.

Accepted candidates must acquire a skillful use of the typewriter before entering the School. A ready ability to use the typewriter is not only an important part of a modern librarian's equipment, but it facilitates the technical work of the course. Prospective students should learn the touch method on the universal key board. With the aid of a teacher a working knowledge of this can usually be obtained in a month or two, if three or four hours a day be given to practice. Specific information concerning this requirement will be sent to accepted candidates.

The entrance examinations will be held at the School on Friday and Saturday, June 16th and 17th. In the case of applicants living at such a distance that coming to Cleveland is quite impracticable, arrangements may be made to hold the examinations on the same days at other places. The request for such an arrangement should be made at the time of filing the application. It is strongly urged, however, that whenever possible the examinations be taken at the School, as a personal acquaintance with applicants is very desirable.

Students are admitted only at the beginning of the first term, and the School offers neither a summer course nor a correspondence course.

For further information address the Director, Alice S. Tyler, Library School, Western Reserve University.

GENERAL INFORMATION

EXPENSES

The fee for tuition is one hundred dollars per year. Half of this fee is payable at the beginning of the year, and half at the beginning of the second semester in February. On acceptance after examination, the applicant is required to pay a registration fee of five dollars, which will be applied on the first term's tuition. In case of the withdrawal of the applicant before the opening of the School the registration fee will be retained by the School to cover the expenses of correspondence, examination, etc. The expense for books, stationery and other material used should not exceed thirty-five dollars per year; twenty-five dollars should amply cover the expenses of the library trips. A graduation fee of \$5 is charged.

Rooms and board may be procured in the vicinity of the University for \$7 a week and up. Young women students are accepted for residence in Guilford House and Flora Mather House, located on the campus of the College for Women, through the courtesy of that college.

Ordinarily it is not advisable for a student to undertake to earn a part of her expenses while she is in residence. This has been

done in exceptional cases, but the work of the School usually requires all the time and energy of the student, hence outside work is discouraged.

POSITIONS

The Library School does not guarantee positions to its students, but is always glad to recommend those who have done satisfactory work. Experience has proved that the demand for the trained worker is in excess of the supply and students who could be well recommended have found little difficulty in obtaining positions, if they were able and willing to accept openings in any part of the country.

SPECIAL LECTURES

During the year the students have the opportunity of hearing some of the leading librarians of the country. Through informal talks upon special phases of library work from these experienced workers a professional outlook and an inspiration are gained.

Special workers in related fields and professions lecture during the year in the courses in Public Library and Community Welfare and Library Administration, and members of the Library School have the privilege of attending the public lectures of the University and of the Case School of Applied Science.

A lectureship has been established by the Alumni Association of the Library School, the purpose of which is to provide one or more lectures a year on subjects of general library and literary interest to be given by persons of experience and recognized ability.

LIBRARIES

The students have, aside from the collections housed in the School, the use of the following libraries for study and reference:

The library of Adelbert College, occupying the Hatch library building on the campus within convenient reach of Adelbert Hall and having a collection of 85,300 volumes. This is a general reference library, including important special collections in literature, history, the social sciences and bibliography.

The Public Library numbering about 600,000 volumes, with thirteen larger branches, thirteen smaller branches, fifteen school branches, and ninety-nine deposit and delivery stations.

Case Library with a fine general collection of over 87,000 volumes, in the Caxton Building near the center of the city.

The Western Reserve Historical Library near the campus, with a collection of over 20,000 volumes, mainly local history and genealogy, with many manuscripts and an interesting museum.

The library of the Medical Library Society of over 10,000 volumes, 2318 Prospect Avenue, S. E., and also the Cleveland Law Library of 20,000 volumes in the Court House, are open for the inspection of the students.

COMBINED COURSE

The following action has been taken by the Faculty of the College for Women of Western Reserve University:

1. That a full year's credit in the College for Women be granted for a year's work in the Library School.
2. That the degree of B. S. be granted for the complete combination course.
3. That the year in the Library School be taken as the third or fourth year of the combined course.
4. That students in the combined course consider the Library School work their major subject; that a minor be selected in any department of the College; and that students conform to the distribution requirements in their other subjects.
5. That before the elections at the close of the Freshman year, students in the combined course confer with the Director of the Library School and be enrolled as planning to take the course; and that entrance examinations be omitted for those whose records in the College for Women are satisfactory to the Director of the Library School.

GYMNASIUM

The gymnasium of the College for Women is available for the use of the students. Students are examined by a physician and by the Director of the Gymnasium upon entering the School, and suitable exercise is prescribed. Library School students are scheduled for a definite period each week for gymnasium work.

PREPARATION FOR THE LIBRARY SCHOOL COURSE

Young people who are looking forward to taking a library school course later are advised to consider especially the following subjects for study and reading: history, literature, modern languages (preferably French and German), general courses in art, education, sociology, psychology and the sciences.

The wide reading of general literature is a most important preparation for library work. Reading is recognized as an essential factor in one's personal culture regardless of the vocation for which one prepares; but such reading also provides one with a knowledge of authors and books, which is a distinctive requisite for effective library work. Equally important is a knowledge of present day questions and of current events.

One or more years of practical work in a public library before entering a library school is very desirable and is advised wherever it is possible. An acquaintance with the routine of loan desk work, shelf arrangement and the simpler technical processes, makes it possible for the student to gain more from the course.

DESCRIPTION OF COURSES

The courses of study are grouped under three headings: Bibliographic, Technical and Administrative. While such classification of subjects cannot be exact because of the inter-relation of topics, it affords the basis for a balanced year of study. The school year is divided into two half-years. The courses run throughout the entire year.

All of the Bibliographic and Technical courses require laboratory work. The time indicated under each subject is for lectures only. Additional time, which will average about three hours, is required for preparation in connection with each class period.

The Open Course offered during the second semester, is a section of twelve weeks of the regular course to which library workers are admitted for the lecture and class room periods.

BIBLIOGRAPHIC COURSES

REFERENCE WORK

ASSOCIATE PROFESSOR STRONG

A study of the standard works of reference, general and special encyclopedias, dictionaries, annuals, indexes to periodicals, ready reference manuals of every kind, special bibliographies, and the more important newspapers and periodicals. Works of a similar scope are compared, and the limitations of each pointed out. List of questions made up from practical experience are given and the method of finding the answers discussed in the class. Problems in selection of reference books especially for the small library are assigned and talked over. The aim of this course is not only to promote familiarity with a considerable number of well-known reference works, but also to give the student some idea of the method in the handling of books, to familiarize him with the use of indexes, tables of contents, and varying forms of arrangement, and finally, to suggest some methods of comparison and evaluation. 36 hours.

PUBLIC DOCUMENTS

MR. VITZ

A brief survey of United States government publications with a consideration of state and municipal documents as illustrated by the publications of the State of Ohio and the City of Cleveland. Department organization, methods of printing and distribution, document indexes, and the use of documents in reference work are considered, and emphasis is laid upon the documents of most value to the small library. Cataloguing of documents is not considered in this course, but is taken up in the cataloguing course. 6 hours.

BIBLIOGRAPHY

ASSOCIATE PROFESSOR SEVERANCE (Course 3)

ASSISTANT PROFESSOR HOWE (Course 1)

MISS HUBBARD (Course 2)

1. **TRADE BIBLIOGRAPHY.** The growth of trade bibliography in general, with emphasis more specifically laid on the American and English side. Familiarity with the work studied is gained through the solution of practical problems. The aim of the course is to give the student a general working knowledge of trade publications. 7 hours.

2. **BOOK-BUYING.** General lectures on book buying, publishers, prices, etc. 3 hours.

3. **GENERAL BIBLIOGRAPHY.** A brief resumé of general bibliography. 3 hours.

BOOK SELECTION AND EVALUATION

PROFESSOR TYLER

MRS. HARRON

A course covering, (a) the cultivation of judgment in the appraisal of books, including the study of annotation, and reviewing; (b) practical problems in developing and directing reading taste, and discussion of means to that end; (c) a general survey of the literature of various subjects by specialists in those subjects. 30 hours.

Evaluation of current periodicals in connection with reading room and reference uses is a part of this course. 2 hours.

HISTORY OF THE PRINTED BOOK

MR. ROOT.

A course of lectures treating of the origin of printing, the development of the art, notable printers and publishers, and the methods of printing and publishing establishments of the present day. 10 hours.

TECHNICAL COURSES

TYPEWRITING

MISS WHITE

The course consists of a number of hours of individual practice on sheet and card work under supervision. The use of the typewriter is required in preparing written work, especially in the technical subjects. Instruction and practice are also given in business correspondence. 8 hours.

ACCESSIONING

MISS CLARK

The condensed accession book is used, and other systems of keeping accession records, and of withdrawing books from the library are taught. The mechanical preparation of books for the shelves is included. 4 hours.

CLASSIFICATION

ASSISTANT PROFESSOR HOWE

The Dewey Decimal classification is used as the basis for a thorough consideration of the subject matter of books with a view to their arrangement on the shelves both of the large and the small library. Lectures are given also on the Cutter Expansive, and the Library of Congress classifications. Classification numbers are assigned for the books used in the cataloguing course for subject headings. 30 hours.

CATALOGUING

ASSISTANT PROFESSOR HOWE

Instruction is confined chiefly to the dictionary catalogue. Practice in alphabetizing is given, and also in the ordering and using of Library of Congress cards. All books used as examples for subject headings are classified at the same time. 50 hours.

BOOK NUMBERS, SHELF-LISTING

MISS CLARK

The Cutter, and the Cutter-Sanborn alphabetical order tables are used for book numbers. Variations in usage for public and college libraries are discussed. Instruction in shelf-listing is limited to the card form for all entries. The work is so planned that the students assign book numbers and make shelf-list records for all books used in the Classification course. 5 hours.

BOOKBINDING AND REPAIR

MISS STILES

Lecture subjects include library, publishers' and re-inforced bindings, mending and repair, materials, paper, and history of art of bookbinding (with slides).

Practice work is given in mending; in preparing books and periodicals for binding; in giving specifications for binding on a varied assortment of books; in estimating wearing qualities of different editions; and in the binding of two books by each student.

Visits also are made to the library bindery and to a commercial bindery in the city. 10 hours.

SINGLE LECTURES

Single lectures are given on a number of minor subjects such as note-taking, supplies, indexing, mounting and care of samples, receiving and acknowledging gifts, checking of periodicals, etc., with practice work if necessary.

ADMINISTRATIVE COURSES

LIBRARY ORGANIZATION, ADMINISTRATION AND EXTENSION

DEAN BRETT

PROFESSOR TYLER

MISS EASTMAN

THE GOVERNMENT OF LIBRARIES. The relations of the library trustees, the librarian and the library staff.

SUPPORT, CIVIC FUNCTIONS. Legislation, founding, funds, civic and educational inter-relation.

BUILDING AND EQUIPMENT. Library planning and equipment as applied to smaller libraries and branch libraries.

THE SMALL LIBRARY. The limitations and problems of the small library; organization and re-organization; administration and routine work.

THE LARGE LIBRARY. The organization and administration of the various departments of a large library and of the branches of a library system. The problems of organization and administration are worked out and submitted in diagram from observations and practice at the various departments and branches of the Cleveland Public Library.

Growth and present conditions of American libraries including library schools, associations, and other organizations.

LIBRARY EXTENSION. Rural extension through county and township systems, State systems of extension, Library Commissions and traveling libraries.

THE PUBLIC LIBRARY AND COMMUNITY WELFARE. The agencies for civic and community betterment and the library's field in active cooperation. The library's responsibility in social service. Social centers and community and neighborhood surveys.

REPORTS AND STATISTICS. An analytical and constructive study of reports and statistics in their vital relation to the practical work of the library, including the graphic presentation of these.

BUSINESS METHODS. Including office routine, filing systems, printing, proof reading and allied topics. 50 hours.

DIRECTOR'S ROUND TABLE

PROFESSOR TYLER

Discussions of matters of interest pertaining to the work of the School and to current events. Library and book news, important library publications, and the activities of the various library associations and other organizations are considered. Open only to members of the regular class. 36 hours.

LIBRARY WORK WITH CHILDREN

MRS. SCOTT

MISS BURNITE

A presentation of work with children for the general assistant and for the librarian of a small library. The lectures include the topics of Children's books, Methods of directing children's reading, Organization of children's work, Administration of a children's room, and Work with schools. The reading of certain standard books of children's literature is required. A small amount of each student's time is given to practical work in the children's room. 20 hours.

LOAN WORK

ASSISTANT PROFESSOR HOWE

MISS EASTMAN

Comparative study of types of loan systems, including discussions of such topics as registration, fines, reserves, duplicate pay collections, prevention of contagion, care of shelves, training of pages, contact with the public and the various means of bringing books to public attention and use. 10 hours.

PRACTICAL WORK

It is necessary and important that students be brought into touch with actual library conditions and their ability tested; therefore a certain amount of practical work in the Cleveland libraries is required.

The work is done by means of individual assignments, which are distributed throughout the year. This work is closely related to the corresponding subjects as developed in class work, and is supervised and afterward discussed with the student.

It covers:

(a) Work with the public in the circulating departments of the various Cleveland libraries. 100 hours.

(b) Technical work covering all the steps in the process of preparing books for circulation. This work includes experience in the Cleveland Public Library catalogue department and in the Library School and East Branch collections, and organizing experience in local libraries with which arrangements may be made from year to year. 78 hours.

LIBRARY VISITS

Visits to local libraries are scheduled at intervals throughout the year. They are made under the direction of members of the faculty and, like the practical work are related as closely as possible to class work. Through these visits the students have the opportunity of observing and comparing the types of libraries, their conditions, and methods of work.

Out of town trips are made to the libraries in some of the neighboring cities and towns.

THE OPEN COURSE

The Library School offers an Open Course of twelve weeks, beginning Monday, February 7th and concluding April 30th, 1916. Applicants for admission must submit to the Director of the School a record of several years' acceptable library experience, or have had previous library training.

The basis of this course will be weekly lectures on "The Public Library and Community Welfare," given by the Director and visiting lecturers; and studies in library administration and extension.

The course in "The Public Library and Community Welfare" is a part of the regular work of the School, but special students will be admitted for this period, who out of actual experience feel the need for a study of the human problems of library work which are presented by present civic and social conditions. The Cleveland Public Library through its various agencies, and the many philanthropic organizations in Cleveland which are united in the Cleveland Federation of Charity and Philanthropy offer unusual opportunities for a study of the most advanced application of the principles of social service. Lectures on Library Administration by Mr. W. H. Brett, Librarian of the Cleveland Public Library and Miss Linda A. Eastman, the Vice-Librarian, and a study of the branches of the Cleveland Library system and the work with foreigners will be an important part of this Open Course. There will also be lectures during this period by other well-known librarians on some of the larger aspects of library work.

Local lectures connected with the Cleveland Federation of Charity and Philanthropy and with the work of the Cleveland Survey will cooperate with the School in this course.

Those attending the Open Course will be admitted to certain other regular courses and lectures given during this period, namely, weekly lectures on Reference Work and Book Evaluation; a series of ten lectures on the History of the printed book, by Professor A. S. Root of Oberlin College; a series of lectures on Psychology; a series of ten lectures on Bookbinding and Book Repair, by Miss Gertrude Stiles; and the regular lectures in technical work. No practice work in any of these subjects will be expected of those attending the Open Course, and no grades or credits will be given; all of these subjects are in the regular course and are primarily for those taking the full year's work.

The tuition for the Open Course will be \$25.00. Request should be made of the Director for application blanks.

STUDENTS

REGULAR STUDENTS

Ethel Florence Bowers Ohio Wesleyan University, 1904-05. Hamilin University, 1905-06.	<i>Tacoma, Wash.</i>	1942 E. 101st St.
Mildred Irene Braun A. B., Oberlin College, 1913.	<i>Elyria</i>	6917 Detroit Ave.
Winifred Etta Brooker	<i>Cleveland</i>	1603 E. 86th St.
Dorothy Alice Bray Western University, 1914-15.	<i>Thamesford, Ont.</i>	Flora Mather House
Esther Helen Burns A. B., 1896; A. M., 1899; Ohio	<i>Columbus</i> University.	Guilford House
Hazel Gertrude Caldwell	<i>Lakewood</i>	1445 Elmwood Ave.
Mrs. Mura Moore Craine	<i>Madison</i>	Guilford House
Alice Wakefield Curtis Boston University, 1901-02. Holyoke College, 1902-05.	<i>Spencer, Mass.</i>	Flora Mather House
Rachel Byard Forbush Sweet Briar College, 1912-15.	<i>Oak Park, Ill.</i>	Flora Mather House
Louise Elizabeth Grant A. B., Lake Erie College, 1915.	<i>Akron</i>	1946 E. 101st St.
Elizabeth Jane Herrington	<i>Spokane, Wash.</i>	Guilford House
Jane Isabel Kuhns	<i>Oil City, Pa.</i>	10406 Wade Park Ave.
Sarah Louise Lewis B. L., College for Women; Western Reserve University, 1899.	<i>Cleveland</i>	1815 E. 89th St.
Lillie Cecelia Lilliequist University of Washington, 1911-13.	<i>Spokane, Wash.</i>	Guilford House
Florence Eliza Mettler A. B., Northwestern University, 1912.	<i>Pittsburgh, Pa.</i>	Flora Mather House
Anna E. Peterson State University of Iowa, 1913-15.	<i>Onawa, Ia.</i>	Flora Mather House
Adelaide Clarissa Rood University of Nebraska, 1907-15.	<i>Lincoln, Neb.</i>	2216 Adelbert Rd.
Helen Lorraine Shearer	<i>Youngstown</i>	Flora Mather House
Hortense Winifred Stetler Memorial University, 1908-11.	<i>Mason City, Ia.</i>	Flora Mather House
Blanche Ascham Swope	<i>Pittsburgh, Pa.</i>	Flora Mather House
Blanche Mabel Tate	<i>Buffalo, N. Y.</i>	2038 E. 115th St.

Helen Margaret Tattershall Denison University, 1908-09.	<i>Dayton</i>	Guilford House
Frances Tetlak	<i>Cleveland</i>	2221 Professor St.
Harriet Pauline Turner	<i>Kewance, Ill.</i>	Guilford House

REGULAR STUDENTS 24.

SPECIAL STUDENTS

By special arrangement, assistants from the various Cleveland libraries have the privilege of taking partial work, thus requiring a longer time to complete the full course.

The following students have taken advantage of this arrangement for two years and are finishing with the class of 1916:

Nora Marguerite Webster Clark A. B., University of Toronto, 1911.	7504 Linwood Ave.
Ida Charlotte Lucht College for Women, Western Reserve University, 1909-12. A. B., University of Michigan, 1913.	7421 Madison Ave.

The following student is taking the technical courses in the School this year:

Donna I. Ries A. B., College for Women, Western Reserve University, 1913.	1863 E. 57th St.
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SPECIAL STUDENTS 3.

COMPLETE LIST OF STUDENTS HOLDING
CERTIFICATES, 1905-15.

- Martha Wynne Abell, '15,
Assistant, Woodland Branch, Public Library, Cleveland.
- Ruby Marsh Allen, '12,
216 Webb Ave., Detroit, Michigan.
- Edna Isabel Allyn, '05,
Librarian, Library of Hawaii, Honolulu, Hawaii.
- Clara Louida Angell, '15,
Senior, College for Women, Western Reserve University.
- Helen Arnet, '10,
Assistant, Adelbert College Library, Western Reserve University.
- Violet D. Austin, '15,
Assistant, Public Library, Buffalo, N. Y.
- Harriet K. Avery, '15,
Librarian, Keystone State Normal School Library, Kutztown, Penna.
- Helena Backus, '14,
Assistant, Woodland Branch, Public Library, Cleveland.
- Louise E. Bailey, '15,
Children's Librarian, Pillsbury Branch, Public Library, Minneapolis, Minn.
- Bertha R. Barden, '07,
Instructor of Training Class, Public Library, St. Paul, Minn.
- Helen M. Beale, '10,
Assistant, Adelbert College Library, Western Reserve University.
- Amy M. Benner, '13,
Supervisor of Inventory and Head of Shelf Division, Public Library, Cleveland.
- Adele Grace Bohmer, '14,
Assistant, Order Department, Public Library, Cleveland.
- Victoria Bronson, '14,
Assistant, Woodland Branch, Public Library, Cleveland.
- Nina C. Brotherton, '07,
Instructor in Story-telling, Public Library, Cleveland.
- Hazel L. Brown, '09, (withdrawn from library work).
Now Mrs. George W. Mayes, Jackson, Michigan.
- Ruth A. Brown, '14,
Assistant, Gray Branch, Public Library, Detroit, Michigan.
- Doris E. Burgey, '14,
Librarian, Hiram House Branch, Public Library, Cleveland.
- Mildred M. Burke, '11,
Senior Assistant, Public Library, Chicago, Illinois.
- Alicia Burns, '08,
Now Mrs. Isaac M. Stickney, 1477 Alameda Ave., Lakewood.
- Agnes Burns, '07,
Assistant Librarian, Public Library, Ogdensburg, New York.
- Marie E. Cahill, '11,
Now Mrs. Ernst Watzel, Schulgasse no. 7, Vienna XVIII, Austria-Hungary.

- Margaret E. Calfee, '14,
Reference Assistant, Mott Haven Branch, Public Library, New York, N. Y.
- Hattie M. Callow, '10,
Librarian, Quincy Branch, Public Library, Cleveland.
- Constance S. Calkins, '10,
Now Mrs. Henry Stiles Curtiss, 1871 East 97th Street, Cleveland.
- Ruth E. Charles, '10,
Assistant, College for Women Library, Western Reserve University.
- Elizabeth Claflin, '09, (Leave of absence),
Assistant, Adelbert College Library, Western Reserve University.
- Hazel C. Clark, '14,
Assistant, Circulating Department, Public Library, Detroit, Mich.
- Isabelle Clark, '15,
Assistant, Grinnell College Library, Grinnell, Iowa.
- Marian E. Comings, '06,
Library Assistant, Art Museum, Cleveland.
- Edith L. Cook, '09,
Librarian, East Technical High School Branch, Public Library, Cleveland.
- Ida B. Coon, '12,
Now Mrs. Albert Chaloupka, 617 East 107th Street, Cleveland.
- Ethel B. Copland, '12,
Now Mrs. George W. McGinnis, Harper, Orange County, California.
- Florence L. Cottrell, '14,
School Librarian, Public Library, Mason City, Iowa.
- Blanche C. Coveney, '14,
Librarian, Glenville High School Branch, Public Library, Cleveland.
- Elizabeth A. Cumings, '11,
Now Mrs. D. O. Anderson, 1615 East 73rd Street, Cleveland.
- Margaret Curran, '14,
1255 North Jefferson Street, Huntington, Indiana.
- Claire Darby, '11,
Assistant, Technology Division, Public Library, Cleveland.
- Lillian A. Dell, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Rose E. DeMoss, '15,
Librarian, Collinwood Branch, Public Library, Cleveland.
- Blanche J. Dissette, '06,
Now Mrs. H. N. Matzen, 10801 Lee Ave., Cleveland.
- Elizabeth B. Doren, '14,
Head of Order Department, Public Library, Dayton.
- Edith L. Eastman, '07,
Librarian, Public Library, East Cleveland.
- Leita E. Edwards, '15,
Assistant, East 79th Street Branch, Public Library, Cleveland.
- Rose L. Eichenbaum, '11,
Librarian, Temple Branch, Public Library, Cleveland.
- Ruth M. Ellis, '10,
Head Cataloguer, Hamilton College, Clinton, New York.

- Elizabeth L. Elterich, '08,
Head Cataloguer, Allegheny Carnegie Free Library, N. S., Pittsburgh, Penna.
- Mary L. Ely, '07,
Supervisor of Work with Children, Public Library, Dayton.
- Mary D. Enoch, '10,
Assistant, St. Clair Branch, Public Library, Cleveland.
- Ethel H. Fitch, '10,
Ellsworth Station.
- Jennie M. Flexner, '09,
Head of Circulation Department, Free Public Library, Louisville, Ky.
- Hortense Foglesong, '05,
Died in August, 1915.
- Ruth M. Fornwalt, '15,
Assistant, Circulation Department, Public Library, Sioux City, Ia.
- Celia F. Frost, '13,
Children's Librarian, Public Library, Hibbing, Minn.
- Harriet A. Gage, '06,
Now Mrs. Arthur W. Heyer, Chester, Ill.
- Alice G. Gaylord, '06,
Superintendent of Branches and Stations, Public Library, Duluth, Minn.
- Emma C. Gebauer, '12,
First Assistant, Quincy Branch, Public Library, Cleveland.
- Emma A. Geisler, '10,
Assistant, Public Library, Canton.
- Florence M. Gifford, '11,
Assistant, Main Library, Public Library, Cleveland.
- Florence L. Gilbert, '08,
Librarian, Washington High School, Portland, Ore.
- Stella R. Glasgow, '15,
Assistant, Reuben McMillan Free Library, Youngstown.
- Audiene Graham, '13,
Librarian, Public Library, Owatonna, Minn.
- Thirza E. Grant, '08,
Reference Librarian, Oberlin College Library, Oberlin.
- Helen L. Greenamyer, '12,
Children's Librarian, Glenville Branch, Public Library, Cleveland.
- Irene R. Grimm, '13,
Assistant, Catalogue Department, Public Library, Cleveland.
- Theodosia E. Hamilton, '07,
Assistant Cataloguer, Public Library, Des Moines, Iowa.
- Juliet A. Handerson, '08,
Registrar and Supervisor of Practice, New York Public Library School, New York, N. Y.
- Ruth A. Hapgood, '08,
Librarian, East 79th Street Branch, Public Library, Cleveland.
- Helen R. Harsh, '15,
Assistant Librarian, The Brumback Library, Van Wert.

- Grace E. Haughton, '11,
Assistant in Order Division, State Normal College Library, Ypsilanti, Mich.
- Ruth A. Haven, '12,
Organizer, Minnesota Public Library Commission, St. Paul, Minn.
- Mabel M. Hawthorne, '11,
Librarian, Oahu College Library, Honolulu, Hawaii.
- Althea M. Hayman, '14,
First Assistant, Glenville Branch, Public Library, Cleveland.
- Cora Hendee, '14,
Cataloguer, Public Library, Council Bluffs, Iowa.
- Evelyn C. Hess, '13,
Children's Librarian, Public Library, East Cleveland.
- Edith M. Hill, '08,
First Assistant, St. Clair Branch, Public Library, Cleveland.
- Mabel L. Hines, '09,
Now Mrs. Norman C. Houser, 1468 East 118th Street, Cleveland.
- Mrs. Amy S. Hobart, '06,
Librarian, Woodland Branch, Public Library, Cleveland.
- Else M. Horr, '10,
Assistant, Western Reserve Historical Society Library, Cleveland.
- Adaline Howell, '14, (On leave of absence.)
Library Editor, Public Library, Detroit, Mich.
- Emma Hulings, '13,
Now Mrs. Frank E. Stewart, 114 Moran Street, Oil City, Penna.
- Frances C. Hunter, '06,
Librarian, Steele High School Library, Dayton.
- Lura C. Hutchinson, '14,
Branch Librarian, Public Library, Minneapolis, Minnesota.
- Bertha D. Imbery, '15,
Assistant, Alliance Branch, Public Library, Cleveland.
- Edith M. Jones, '08, (withdrawn from library work).
1017 Wylie Ave., Pittsburgh, Penna.
- Helen V. Johnstone, '15,
Assistant, Broadway Branch, Public Library, Cleveland.
- Mabel D. Jones, '08,
Librarian, State Department of Archives and History, Charleston, W. Va.
- Bessie H. Kelsey, '13, (on leave of absence),
Assistant, Literature Division, Public Library, Cleveland.
- Mary E. Kingsbury, '14,
Librarian, Public Library, Hampton, Iowa.
- Dora M. Kletzkina, '13,
Now Mrs. B. M. Becker, 2472 East 43rd Street, Cleveland.
- Ethel M. Knapp, '07,
717 8th Street, Bloomington, Indiana.
- Gail J. Koster, '15,
Assistant, Hosmer Branch, Public Library, Detroit, Michigan.
- Alice J. Kozlik, '09,
Now Mrs. R. E. Laudschr, 5400 Clark Ave., Cleveland.

- Carrie L. Krauss, '13,
Reference Assistant, Adelbert College Library, Western Reserve University.
- Richard A. Lavell, '05,
Died November 28, 1913.
- Edith C. Lawrence, '09,
Cataloguer, University of Chicago Libraries, Chicago, Ill.
- Annabel Learned, '11,
180 Hawley Street, Binghampton, N. Y.
- Helena S. LeFevre, '15,
Librarian, Public Library, Indianola, Iowa.
- Hazel Leonberger, '15,
Assistant Cataloguer, Public Library, Spokane, Wash.
- Nellie M. Leuhrs, '07,
Assistant, Main Library, Public Library, Cleveland.
- Nora C. Levinger, '09,
Now Mrs. John W. Moore, 1358 Webb Road, Lakewood.
- Cecelia Lewis, '09,
Librarian, William Street Branch, Public Library, Buffalo, N. Y.
- Helen B. Lewis, '15,
Senior, College for Women, Western Reserve University.
Assistant, Alta Branch, Public Library, Cleveland.
- Jessie L. Lindo, '12,
Assistant, Catalogue Department, Public Library, Cleveland.
- Edna M. Little, '13,
Assistant, Miles Park Branch, Public Library, Cleveland.
- Evelyn M. Lotz, '09,
Librarian, Public Library, Kinsman.
- Frances H. Lynch, '05,
Now Mrs. John J. Miller, 1888 East 81st Street, Cleveland.
- Mildred C. McAfee, '15,
Senior, College for Women, Western Reserve University.
Assistant, Alta Branch, Public Library, Cleveland.
- Muriel A. McArthur, '14,
Assistant, Public Library, Buffalo, N. Y.
- Marie O. McCambridge, '10,
Branch Librarian, Reuben McMillan Free Library, Youngstown.
- Josephine McConnell, '14,
Assistant, Children's Department, Public Library, Cleveland.
- Vivien C. Mackenzie, '11,
22 E. Vine St., Redlands, California.
- Elsie McPherson, '09, (withdrawn from library work),
4216 North Kildare Ave., Chicago, Illinois.
- Bertha E. Mantle, '15,
Assistant, Oberlin College Library, Oberlin.
- Beatrice F. Margolies, '12,
Assistant, Public Library, Lakewood, Ohio.
- Effie M. Marshall, '08,
Now Mrs. Frank G. Menke, 3675 Broadway, New York, N. Y.

- Mary K. Marshall, '14,
Assistant, Catalogue Department, Public Library, Cleveland.
- Phyllis McF. Martin, '10,
Reviser, Reference Catalogue Division, Public Library, New York, N. Y.
- Helen D. Marvin, '12, (on leave of absence),
First Assistant, South Branch, Public Library, Cleveland.
- Katherine G. Marvin, '14,
Assistant Cataloguer, Union Theological Seminary Library, New York, N. Y.
- Igerna A. Mears, '11,
Now Mrs. Harry Burton Hamilton, North Jackson.
- Mrs. Adaline C. Merrill, '08,
Librarian for Morris Knowles, Consulting Engineer, 2541 Oliver Building, Pittsburgh, Penna.
- Helena A. Miller, '13,
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- Zana K. Miller, '05,
Librarian, Spies Public Library, Menominee, Michigan.
- May L. Milligan, '13,
Cataloguer, Reference Department, Public Library, New York, N. Y.
- Mildred I. Moore, '13,
Student, Training Class for Children's Librarian, Public Library, Cleveland.
- Alice L. Morris, '10,
Periodical Librarian, Ohio State University Library, Columbus.
- Eva M. Morris, '12,
321 East 185th Street, Cleveland.
- Louise B. Myers, '10,
Now Mrs. George S. Myers, 1407 East 82nd Street, Cleveland.
- Harriet E. Neuffer, '10,
Now Mrs. George G. Spitzer, Grafton.
- Mabel Newhard, '06,
Librarian, Public Library, Virginia, Minn.
- Magdalene R. Newman, '05,
Library Cataloguer, U. S. Museum, Smithsonian Institute, Washington, D. C.
- Mary R. Norton, '10,
Died, December 23, 1912.
- Stella C. Norton, '09,
First Assistant, Superior Branch, Public Library, Cleveland.
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Now Mrs. Clarence Whitwell, Newfane, N. Y.
- Vera Palmer, '15,
Assistant, Public Library, Detroit, Mich.
- Mildred F. Parsons, '07,
Cataloguer, A. K. Smiley Public Library, Redlands, Calif.
- Lillian M. Patterson, '10,
Assistant in Charge of Periodical Division, Public Library, Cleveland.

- Viola B. Phillips, '14,
Reference Librarian, Reuben McMillan Free Library, Youngstown.
- Ida Z. Pickens, '11,
Died in August, 1914.
- Cornelia Plaister, '13,
Supervisor of Branches, Public Library, Souix City, Iowa.
- Vera A. Price, '10,
Librarian, Public Library, Bucyrus.
- Edythe E. Prouty, '08,
Supervisor of Stations, Public Library, Cleveland.
- Helen G. Prouty, '11,
Assistant, Main Library, Public Library, Cleveland.
- Helen M. Ranson, '15,
Acting Assistant Librarian, Berea College Library, Berea, Ky.
- Ernest J. Reese, '05,
Associate, University of Illinois Library School, Urbana, Ill.
- Pauline Reich, '13,
Librarian, Carnegie West Branch, Public Library, Cleveland.
- Marguerite B. Resor, '07,
Assistant Cataloguer, University of Cincinnati Library, Cincinnati.
- Elizabeth M. Richards, '11,
Head Cataloguer, and Reference Librarian, Library of Hawaii, Honolulu, Hawaii.
- Rena Richards, '06, (withdrawn from library work.)
Toledo.
- Mrs. Florence H. Ridgway, '09,
Assistant Librarian, Berea College Library, Berea, Ky.
- Edith M. Roberts, '08,
Cataloguer, Public Library, Canton.
- Jane E. Roberts, '06,
Librarian, Iowa State University Library, Iowa City, Iowa.
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Now Mrs. Albert K. Hibbard, 1319 Giel Ave., Cleveland.
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- Katherine Ruth Savord, '14,
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- Clara L. Schafer, '14,
Assistant, Children's Department, Public Library, Cleveland.

- Pyrrha B. Sheffield, '13,
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- Nellie G. Sill, '15,
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Now Mrs. Harley L. Clarke, 14007 Woodworth Road, Cleveland.
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- Helen J. Stearns, '05,
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- Ellen G. Stocker, '09,
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- Nouvart H. Tashjian, '08,
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Now Mrs. Harry B. Claffin, 10736 Orville Avenue, Cleveland.
- Helen M. Watterson, '10,
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- Emelia E. Wefel, '11,
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- Ruth Wilcox, '13,
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- Alice Williams, '15,
Cataloguer, Birchard Library, Fremont.
- Martha Wilson, '05,
State Supervisor of School Libraries, Department of Public Instruction, St. Paul, Minn.
- Grace E. Windsor, '11,
Librarian, Lawrenceville Branch, Carnegie Library, Pittsburgh, Penna.
- Margaret E. Wright, '12,
Assistant, Grade School Division, Public Library, Cleveland.
- Mary Yoder, '14,
Assistant, Catalogue Department, Public Library, Dayton.

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SAMPLE SET OF EXAMINATION QUESTIONS FOR ADMISSION TO THE LIBRARY SCHOOL

GENERAL LITERATURE.

(Answer questions 1, 2, 3, 4, and five others. Composition and spelling will be considered equivalent in value to one question.)

1. Who wrote? (Answer any ten) Pamela; Woman and labor; The promised land; Morte D'Arthur; Measure for measure; Faerie Queene; Essays of Elia; Treasure Island; The ordeal of Richard Feverel; Iphigenia; Marguerite du Valois; The birds; Sartor Resartus, Wisdom and destiny, The pilot, Anne of Geirstein, Pendennis, Kim, Sketch book, The saint.
2. What books have you read purely for pleasure during the past year? Describe one and tell the qualities you enjoyed in it.
3. Discuss at length the work of some English dramatist.
4. Tell in about a page the story of a Greek or Norse myth.
5. What was the Transcendental movement? What ideas did it embody? What persons were prominently connected with it?
6. Describe in not less than 200 words some distinctive period of literature in any country.
7. Give author and subject of five of the following poems: Thanatopsis; Evangeline; In Memoriam; Horatius at the Bridge; The Raven; Ancient mariner; The deserted village; Vision of Sir Launfal.
8. Name two representative American authors in each of the following fields: History; Poetry; Humor; Drama; Short story; and give one title by each author.
9. Place in country and century as nearly as possible any five of the following writers; Cicero; Erasmus; Wordsworth; Howells; Montaigne; Cervantes, Goethe, Bennett, Yeats, Ibsen, Tolstoi.
10. What two periodicals do you consider publish the best book reviews? Tell briefly why you so consider them.
11. On what special subjects have the following authors written: Ernest Thompson-Seton, Mary Baker Eddy, Jane Addams, John Burroughs, Walter Prichard Eaton, Henry Krehbiel, Sarah Tyson Rorer, Henri Fabre, Woods Hutchinson, Henri Bergson.
12. Name two Russian, two French, two Italian, a Spanish, and a Scandinavian writer. Give title of one work of each writer.

GENERAL HISTORY AND CURRENT INFORMATION.

(Answer ten questions only.)

1. In what field or position have any ten of the following become prominent? Rabindranath Tagore; Constantin Meunier; Madam Curie; Alfred Noyes; Nicholas Murray Butler; Julia Marlowe; Lisa Lehmann; Margaret Deland; Anna Howard Shaw; David Lloyd-George; Venustalano Carranza; Charles S. Mellen; Rudolph Eucken.
2. Compare the causes of the Spanish-American war with those which led to intervention in Mexico in 1914.
3. Name two statesmen, two generals, and a philosopher of ancient times; giving nationality, together with a great work or achievement.
4. Discuss briefly one of the following topics: The Irish players; Pageantry; The Russell Sage Foundation; Some phase of modern social work.
5. Name or characterize any five of the following: The new Banking law; American ambassador to England; Governor of Panama canal zone; Commander in chief of the U. S. army; Prime minister of England; Political organization lately defeated in New York City municipal elections; New national revenue tax; Two disturbing elements in England's 1914 politics.
6. What historical associations are connected with the following and tell what nations were involved? Waterloo; Treaty of Ghent; Statue of Liberty; Trafalgar; Islam; Thermopylae; Gettysburg; Doomsday book, Portsmouth treaty, The Hague.
7. What contributions did Greek and Roman civilization make to the world? Describe the most notable one of each.
8. What was the chief historical event in Europe during the later part of the 18th century? Describe its main causes and effects.
9. Outline briefly an account of the principal nations which flourished before the Greeks. Name five persons whom you consider contributed to their history.
10. Describe the period of the Commonwealth in England, mentioning the leaders.
11. What is the present status of the Panama Canal, both as to construction and control.
12. Write a page describing the social conditions in Russia.
13. What books on English or American history are familiar to you? Give a brief descriptive note on any one of them.

FRENCH.

Translate without a dictionary:

Adieux de Corinne à Rome.

A la veille de quitter Rome, elle éprouvait un grand sentiment de mélancolie. Cette fois elle craignait et désirait que ce fût pour toujours. La nuit qui précédait le jour fixé pour son départ, comme elle ne pouvait dormir, elle entendit passer sous ses fenêtres une troupe de Romains et de Romaines qui se promenaient au clair de la lune en chantant. Elle ne put résister au désir de les suivre, et de parcourir ainsi encore une fois sa ville chérie, elle s'habilla, se fit suivre de loin par sa voiture et ses gens; et, se couvrant d'un voile pour n'être pas reconnue, rejoignit, à quelques pas de distance, cette troupe, qui s'était arrêtée sur le pont Saint-Ange, en face du mausolée d'Adrien. On eût dit qu'en cet endroit la musique exprimait la vanité des splendeurs de ce monde. On croyait voir dans les airs la

grande ombre d'Adrien, étonnée de ne plus trouver sur la terre d'autres traces de sa puissance qu'un tombeau. La troupe continua sa marche toujours en chantant pendant le silence de la nuit, à cette heure où les heureux dorment. Cette musique si douce et si pure semblait se faire entendre pour consoler ceux qui souffraient. Corinne la suivait, toujours entraînée par cet irrésistible charme de la mélodie, qui ne permet de sentir aucune fatigue, et fait marcher sur la terre avec des ailes.

GERMAN.

Translate without a dictionary:

Kunos liebster Spaziergang war zu dem alten Weiblein, die ihm einst das Leben gerettet hatte. Sie erzählte ihm immer vieles von seiner verstorbenen Mutter, und wie viel Gutes diese an ihr gethan habe. Die Knechte und Mägde warnten ihm oft, er solle nicht so viel zu der Frau Feldheimerin, so hieß die Alte, gehen, weil sie nichts mehr und nichts weniger als eine Hexe sei; aber der Kleine fürchtete sich nicht, denn der Schlosskaplan hatte ihn gelehrt, dass es keine Hexen gebe, und dass sie Sage, das gewisse Frauen zaubern können und auf der Ofengabel durch die Luft rieten erlogen sei. Zwar sah er bei der Frau Feldheimerin allerlei Dinge, die er nicht begreifen konnte; des Kunststückchens mit den drei Pfennigen, die sie seinem Vater so geschickt in den Beutel geworfen, erinnerte er sich noch ganz wohl, auch konnte sie allerhand künstliche Salben und Tränklein bereiten, womit sie Menschen und Vieh heilte; aber das war nicht wahr was man ihr nachsagte, dass sie eine Wetterpfanne habe, und wenn sie diese über das Feuer hänge, komme ein schreckliches Donnerwetter. Sie lehrte dem kleinen mancherlei, was ihm nützlich war, zum Biespiel allerlei Mittel für kranke Pferde, einen Trank gegen die Hundswut, eine Lockspeise für Fische und viele andere nützliche Sachen. Die Frau Feldheimerin war auch bald seine einzige Gesellschaft, denn seine Amme starb und seine Stiefmutter kümmerte sich nicht um ihn.

Ofengabel=oven fork

Hundswut=hydrophobia

Lockspeise=bait

LATIN.

Translate without a dictionary:

Interim Lucterius Cadurcus, in Rutenos missus, eam civitatem Arvernens conciliat. Progressus in Nitiobriges et Gabalos, ab utrisque obsides accipit, et, magna coacta manu, in provinciam, Narbonem versus, eruptionem facere contendit. Qua re nuntiata, Caesar omnibus consiliis antevertendum existimavit, ut Narbonem proficisceretur. Eo cum venisset, timentis confirmat, praesidia in Rutenis provincialibus, Volcis Arecomicis, Tolosatibus, circumque Narbonem, quae loca hostibus erant finitima, constituit; partem copiarum ex provincia, supplementumque quod ex Italia adduxerat in Helvios, qui fines Arvernorum contingunt, convenire jubet.

His rebus comparatis, represso jam Lucterio et remoto, quod intrare intra praesidia periculosum putabat, in Helvios proficiscitur. Etsi mons Cevenna, qui Arvernorum ab Helviis discludit, durissimo tempore anni altissima nive iter impediēbat; tamen, discussa nive in altitudinem pedum VI, atque ita viis patefactis, summo militum labore ad fines Arvernorum pervenit.

anteverto=prefer

nix=snow

discutio=clear away

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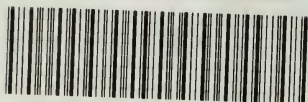
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